May 22, 2018

NDDES
Homeland Security
State Radio

ND Department of Emergency Services

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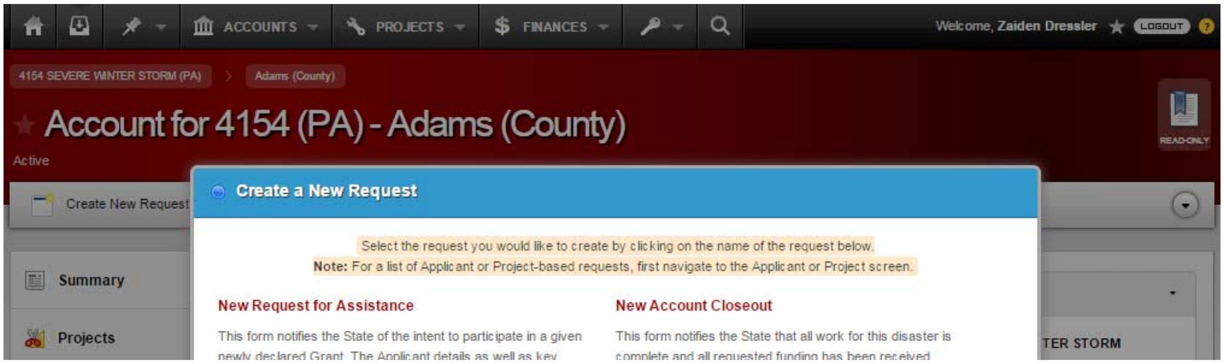
Ensuring a safe and secure homeland for all North Dakotans

GRANTS.DES.ND.GOV PUBLIC ASSISTANCE (PA) GUIDE

INTRODUCTION

Grants.des.nd.gov is a cloud-based tool that integrates both FEMA and State records in one system to give up-to-date data at the user's fingertips. This software allows its users to make notes, upload supporting documentation, see Project Worksheets (PWs) and their Attachments, submit Requests, view previously submitted Requests as well as providing an easy way to create Lists in order to help everyone more efficiently and accurately manage their FEMA grants.



By going through this PA Guide, it should give more clear direction and better understanding of grants.des.nd.gov software and become a handy reference to look back at.

Table of Contents

DOCUMENT NAMING STANDARD

Document Naming Standard

Disaster

- FEMA-State Agreement: DR-#### FEMA-State Agreement – yyyy-m-d
- SF-424: DR-#### SF-424 Signed – yyyy-m-d
- Lock-ins: DR-#### (30 Day, 6 Month, or 12 Month) Lock-in – yyyy-m-d

Account

- Request for Public Assistance: DR-#### **Applicant** RPA – yyyy-m-d
- Designation of App. Agent: DR-#### **Applicant** App Agent Form – yyyy-m-d
- Cost Share Agreement DR-#### **Applicant** LP CS Agreement – yyyy-m-d
- Small Project Monitoring: DR-#### **Applicant** (Notification/1st Mon/Fin Mon) – yyyy-m-d
- Completion Certification: DR-#### **Applicant** SP Comp Cert – yyyy-m-d
- Cost Share Certification: DR-#### **Applicant** SP CS Cert – yyyy-m-d
- Documentation Submittal: DR-#### **Applicant** PW # (Descrip) – yyyy-m-d

Project/PW

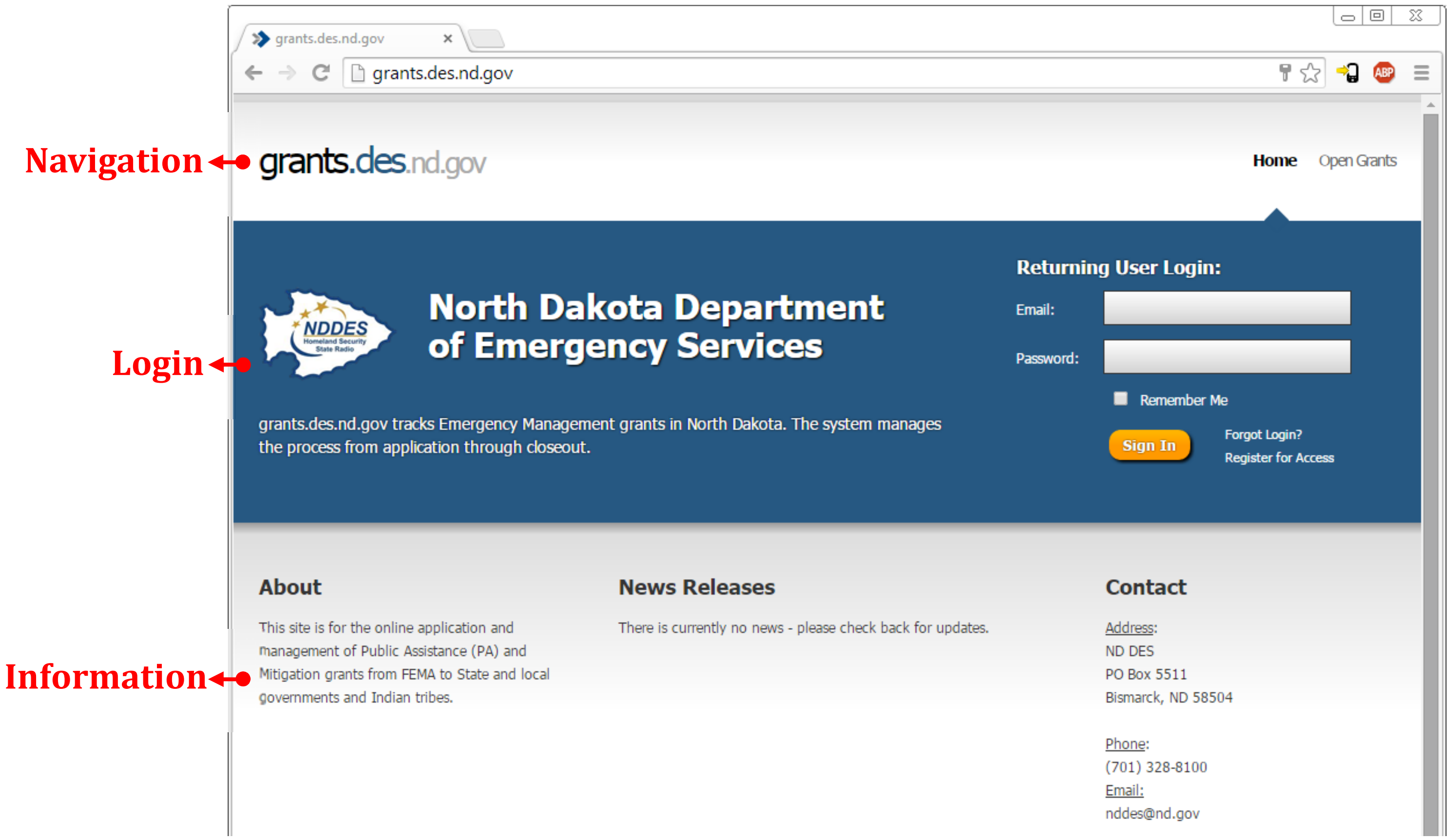
- EMMIE PW: DR-#### **Applicant** PW #
- EMMIE PW Attachments: DR-#### **Applicant** PW # – Attachment #
  - Replace "PW #" with "PW # D" for donated resource PWs
- Large Project QR Status: DR-#### **Applicant** PW # LPQR – yyyy-m-d
- Time Extension Documents: DR-#### **Applicant** PW # TE (Descrip) – yyyy-m-d
  - Note: Description = Applicant to NDDES, NDDES to FEMA, or FEMA to NDDES
- Appeal: DR-#### **Applicant** PW # (1st or 2nd) Appeal (Descrip) – yyyy-m-d
  - Note: Description = Applicant to NDDES, NDDES to FEMA, or FEMA to NDDES
- Large Project Closeout Pkg: DR-#### Applicant PW # LPC – yyyy-m-d
- Documentation Submittal: DR-#### **Applicant** PW # (Descrip) – yyyy-m-d

Payment

- Invoice: Invoice
- Small Project Support: DR-#### **Applicant** Pkg # P.2 – yyyy-m-d
- Large Project Support: DR-#### **Applicant** PW # LPP – yyyy-m-d
- ACH/Check: ACH-Check – yyyy-m-d
- Documentation Submittal: DR-#### **Applicant** PW # (Descrip) – yyyy-m-d

NOTE: For all other modules/documents use similar naming conventions. Common sense should rule.

Overview



Navigation – Lets one know the title of the current page they are on, as well as navigation shortcuts.

Login – Where one's login credentials are entered, along with login options.

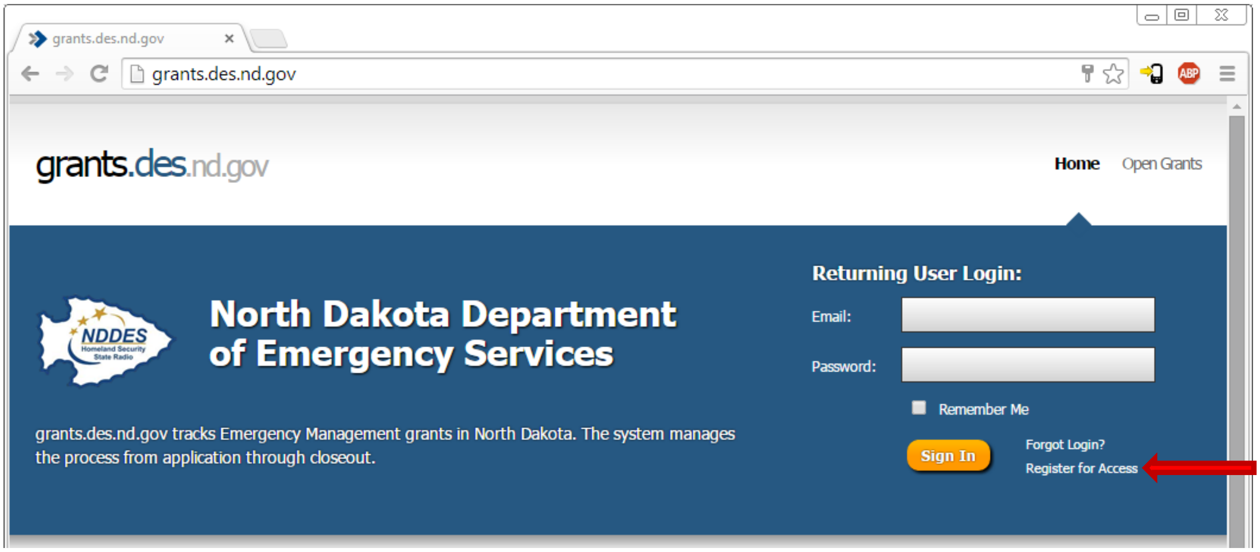
Information – Body of information or results of the current page.

NOTE: When a field is highlighted red, it is because the field is either a required field to be filled out or an error in the field was made and must be changed to a correct value.

Requesting Access to the Website

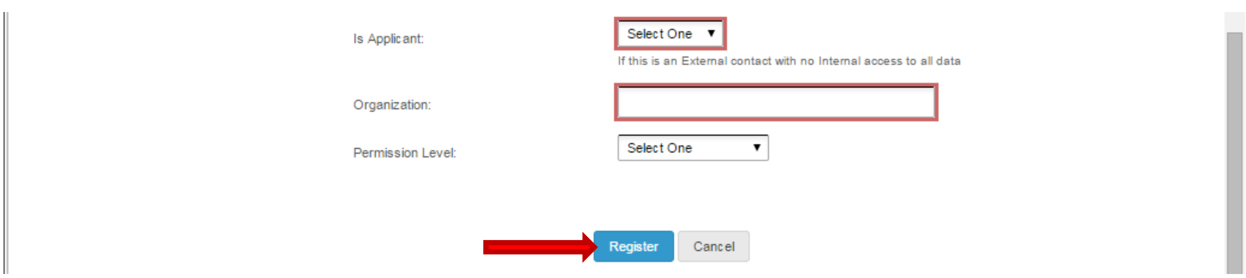
Begin by going to the following website: http://grants.des.nd.gov/.

On this screen, underneath the login area, click the link titled "Register for Access."



Fill out the access request form as complete as possible. Once finished, click Register at the bottom of the form. This will send the request to our system administrators for approval.

In the "Request Type:" field, be sure to select "Existing User Requesting Additional Access." The exception to this is if the user is new employee to the county or a change in the Applicant Agent has occurred since the last disaster the Applicant has been part of. If this is the case, select "New User Requesting Access."

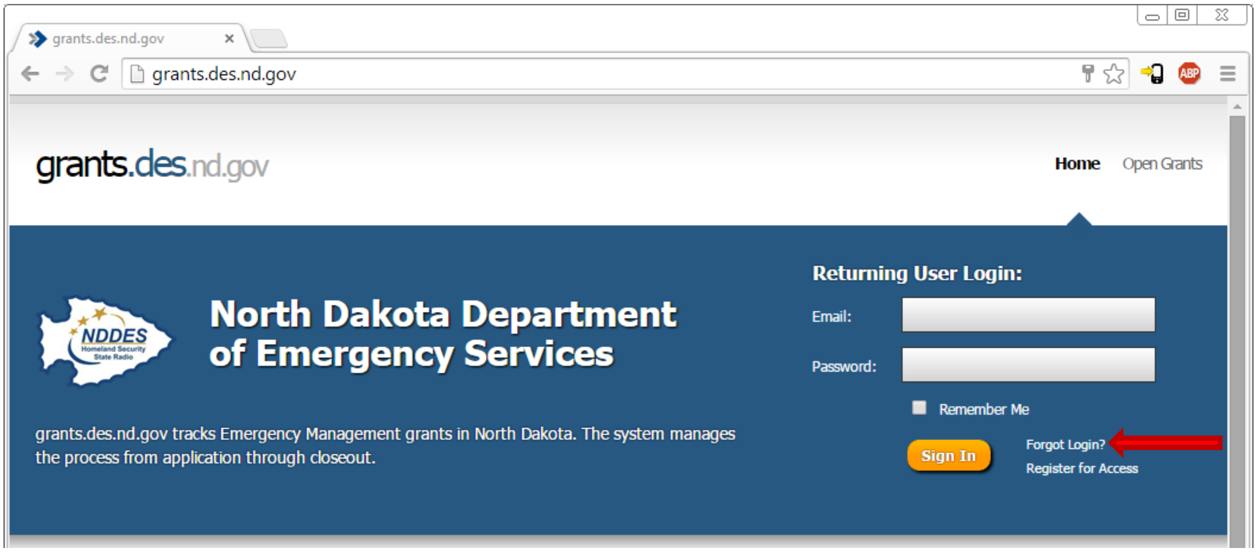


NOTE: When a field is highlighted red, it is because the field is either a required field to be filled out or an error in the field was made and must be changed to a correct value.

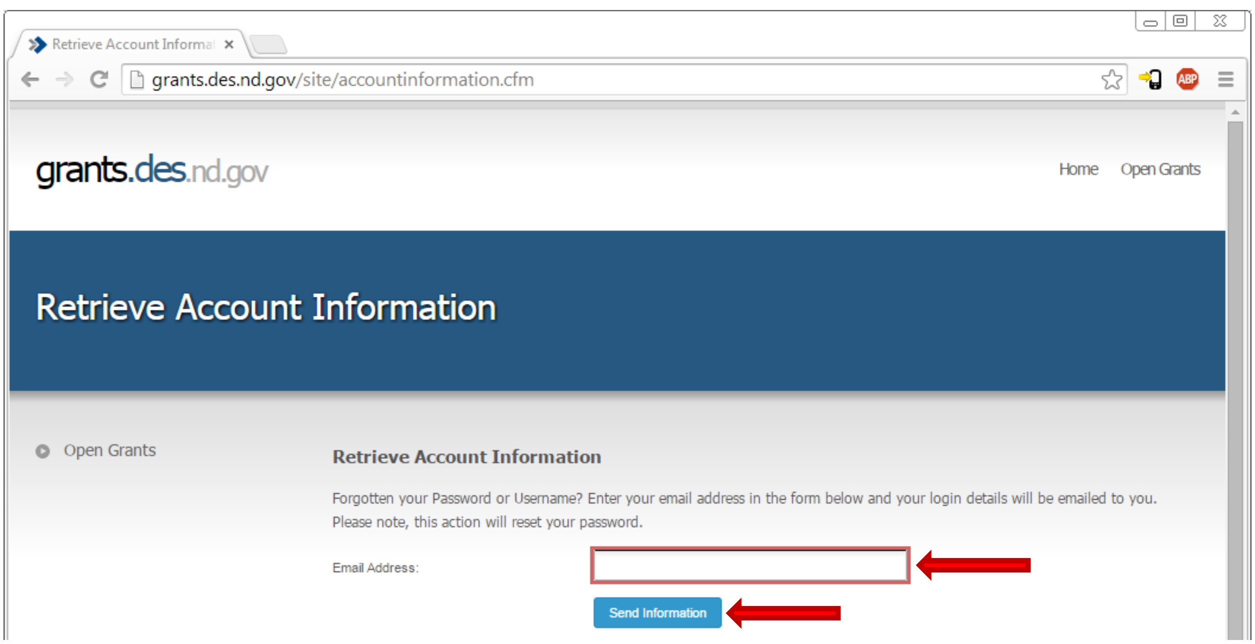
When granted access to the website, the user will be notified by email and given a temporary password to access the site. Once logged in, the website will prompt the user to enter the temporary password in order to create a permanent password for future site access.

Forgotten Password

1. Click "Forgot Login?" on grants.des.nd.gov public page.



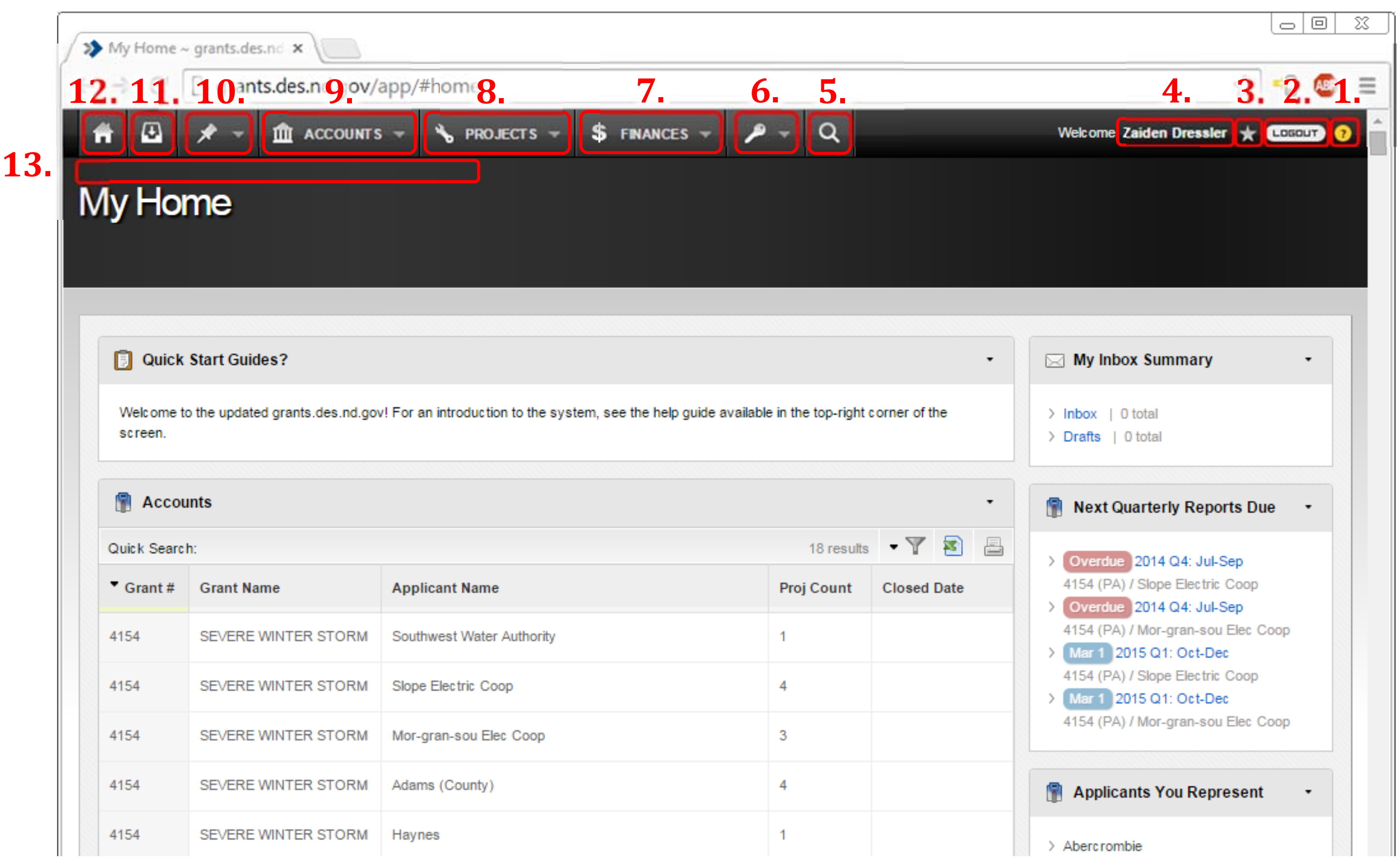
2. Enter email address of the account in the red field and click the "Send Information" button.



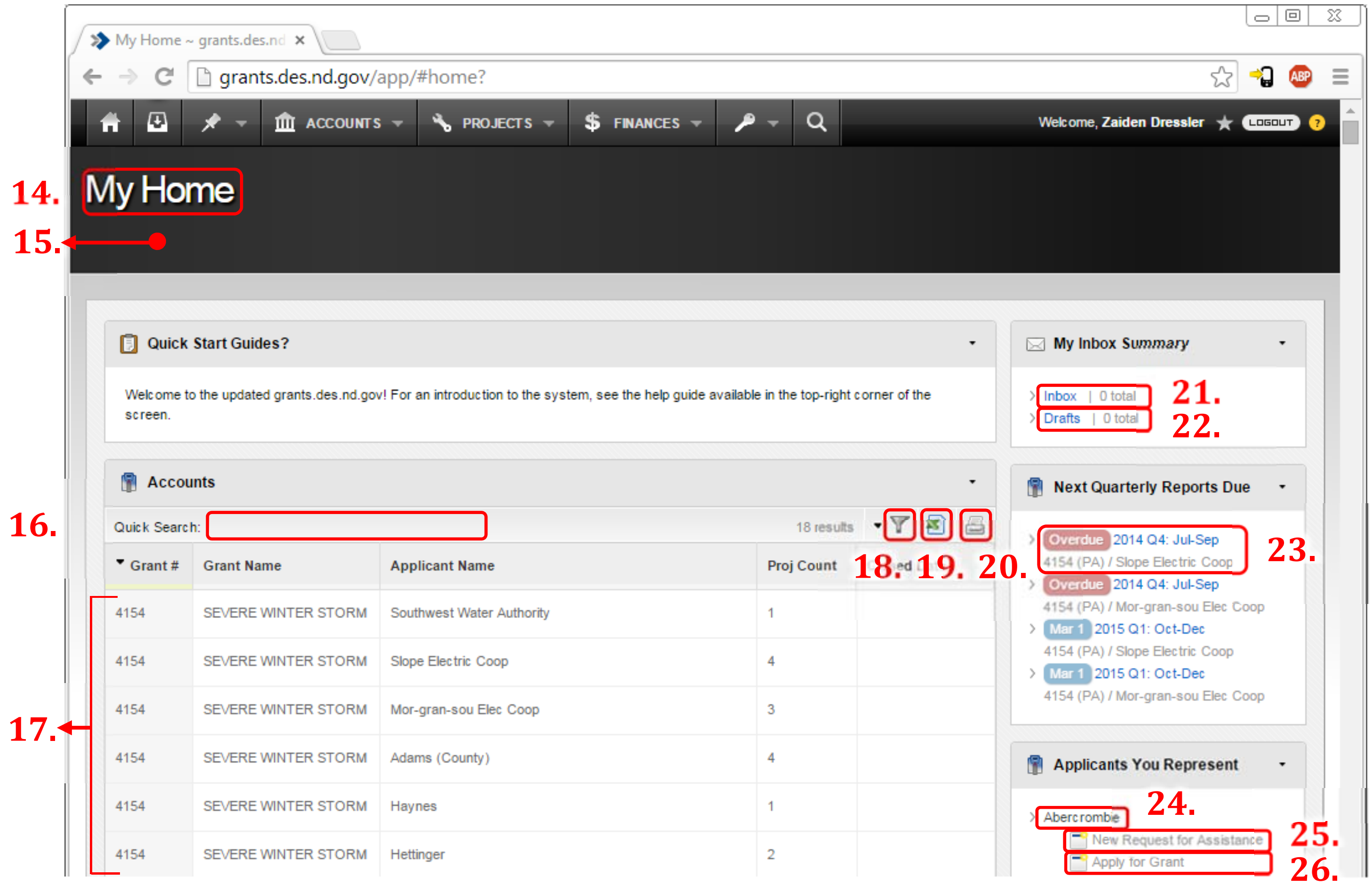
3. Check the email of the provided address and use the email provided temporary password.

User Navigation/My Home Layout

1. Help Guide/Support Ticket
2. Logout
3. Favorite/Unfavorite Page
4. User Settings
5. General Quick Search
6. Administration
7. Finances
8. Projects
9. Accounts
10. Saved Presets
11. Inbox/Inbox Notification
12. Home
13. Breadcrumb



USER NAVIGATION/MY HOME LAYOUT



14. Page Header
15. Page Color
16. Quick Search
17. Assigned Accounts
18. Filter List
19. Export List to Excel
20. Print List
21. Inbox Shortcut/Details
22. Drafts Shortcut/Details
23. Quarterly Report Shortcut
24. Applicant Shortcut
25. Request for Public Assistance (PA) Shortcut
26. Apply for Hazard Mitigation (HM) Grant Shortcut

Menu Bar

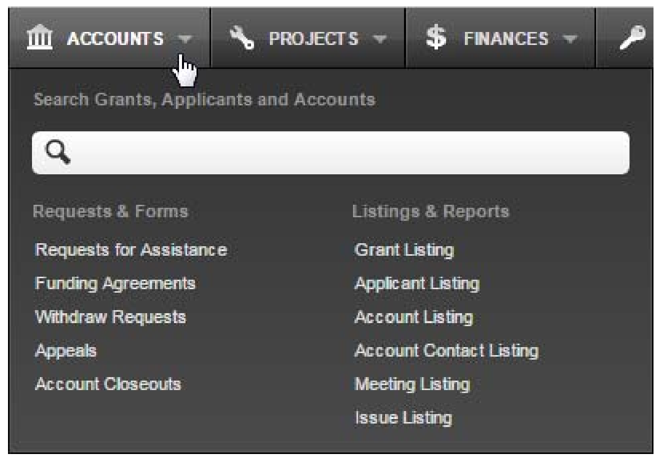
This is the primary form of site navigation and will always be at the top of the page no matter which section a user is in. The down arrow next to the icon represents a dropdown menu.

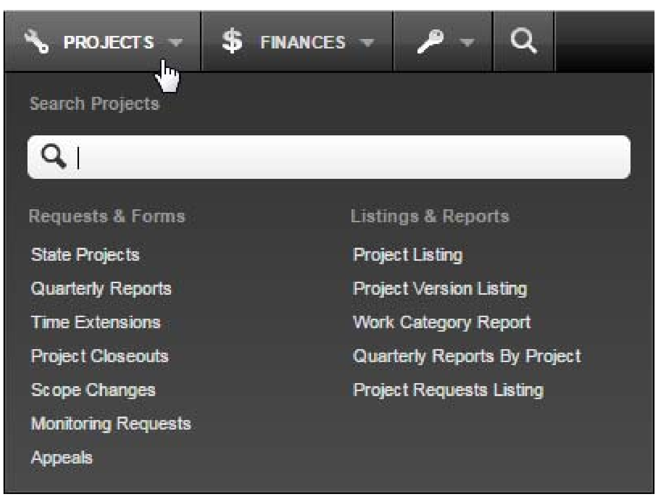
Home – navigates back to the Home page.

My Inbox – a round icon will appear if a new item enters into one's inbox and will indicate the number of unread new items. Inquire with the System Administrator if items are not entering the Inbox as they should.

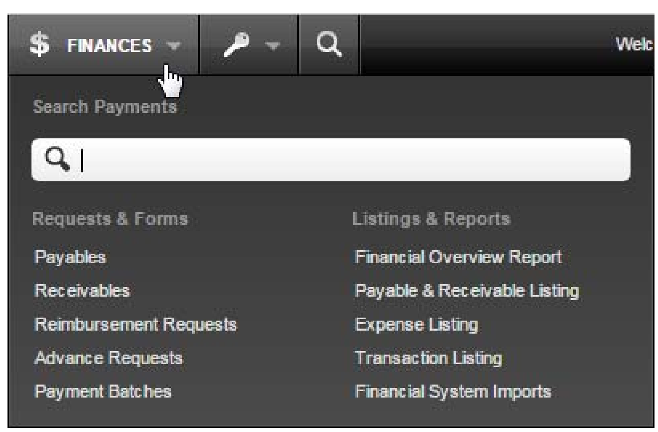
Saved Presets –access and manage preset report filters. Refer to the Creating a Custom Preset Menu for detailed how-to.

Accounts –navigate to all Account-related requests and forms, as well as account related listings and reports. An Applicant's Name or FIPS number entered in the white Search field will show the results dynamically below the Quick Search field.





Projects – navigate to all Project-related requests and forms. If a specific PW is wanted, enter the PW number/title in a specific disaster (ex. 123 in 1981), otherwise just the PW number will result in all PWs with that number in each disaster.

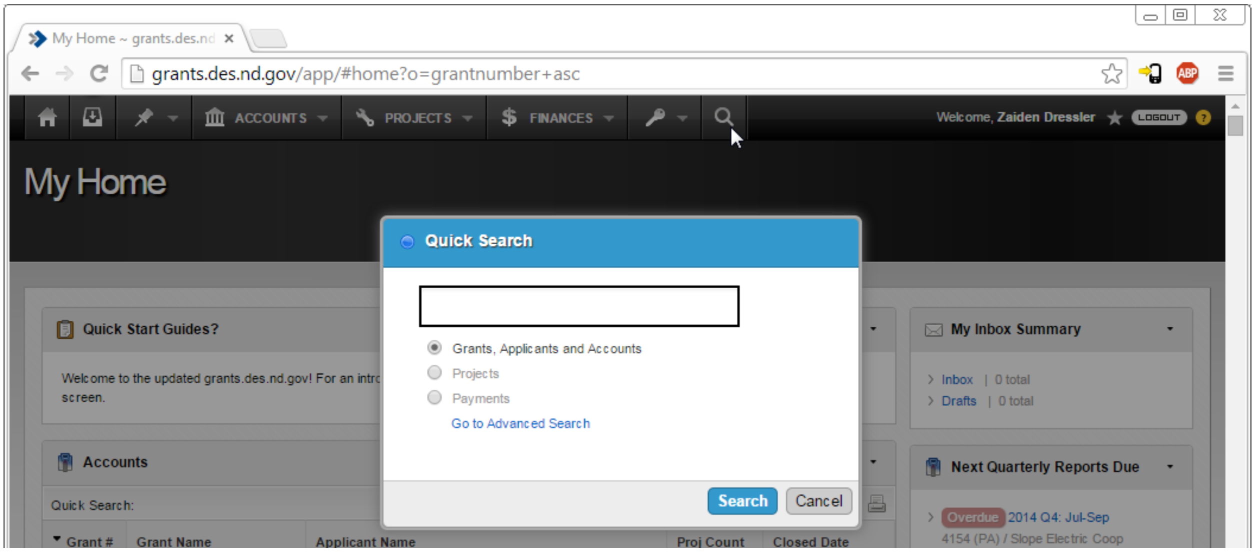


Finances – navigate to all Payment-related requests and forms, as well as listings and reports. Input a Transaction Number or Voucher Number in the Search field and the results will dynamically show below the Quick Search field.

MENU BAR

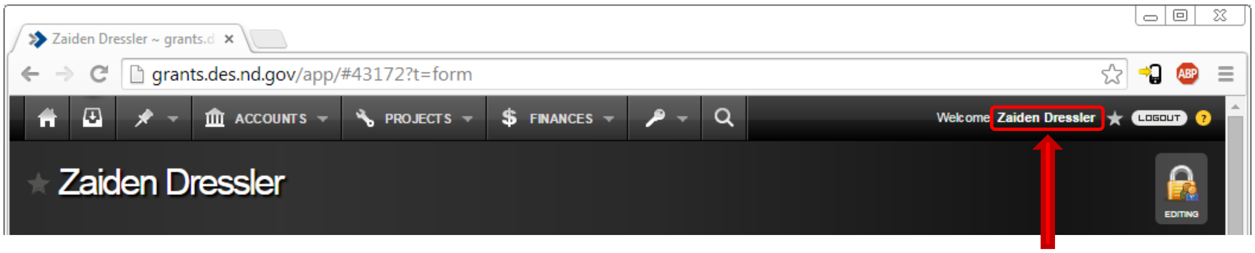
Administration – access administration screens such as Contacts & Groups and Support Tickets.

General Quick Search – system-wide searches with several filter options or search criteria.

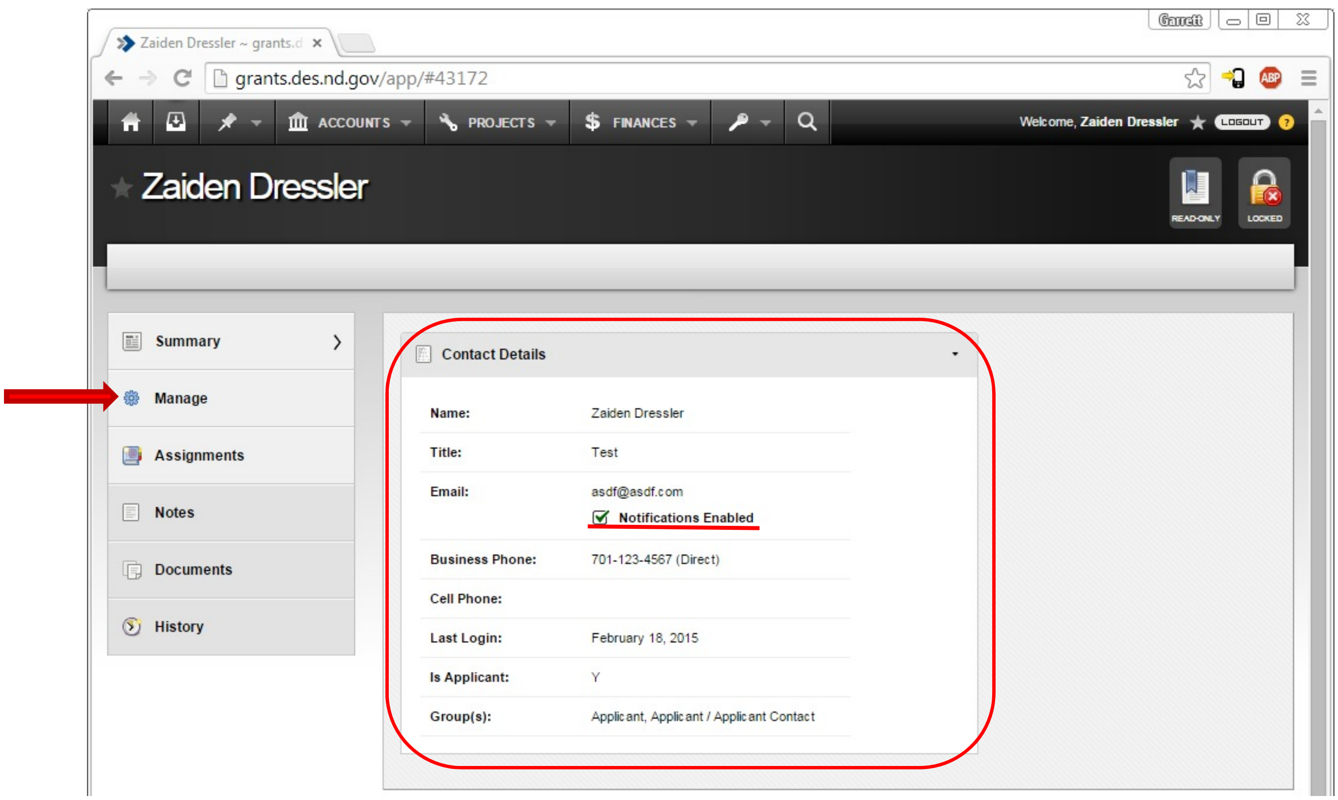


User Settings

1. Click the name on the upper right of the screen (in this example, "Zaiden Dressler").

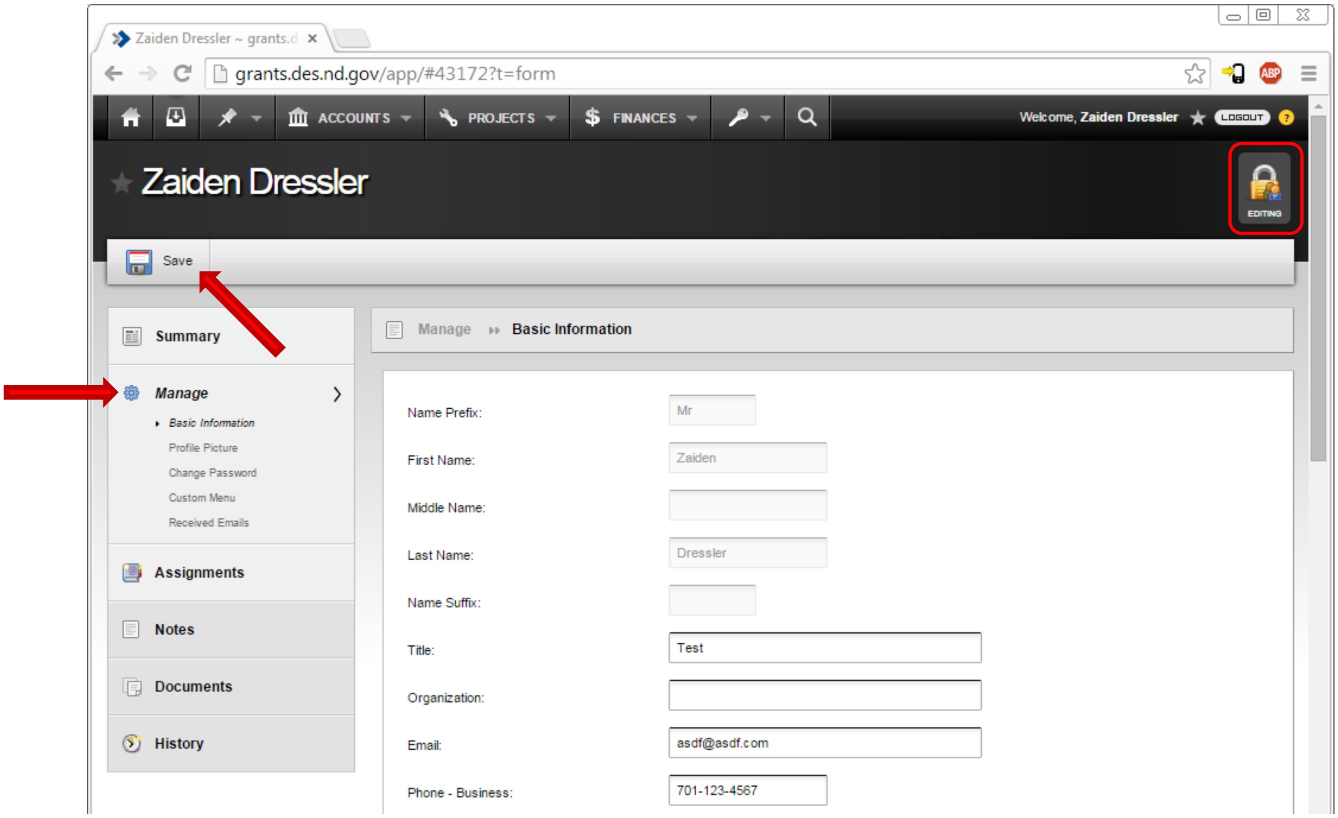


2. This brings up all the settings associated with the account. If the "Notifications Enabled" box is checked, email notifications will be set to the email associated with the account



- To manage any settings, click the Manage tab on the left.

USER SETTINGS



NOTE: Notice the lock icon in the upper right. When in an editable section, the user has this item ‘checked-out’ and no one else can edit that section until they are out of it. Other users will get a ‘Read-Only’ version of the most recent version.

3. When the left “Manage” tab is clicked, one will have the ability to edit the Basic Information, change their Password, manage the Custom Menu and view received emails. The settings associated are either viewable (in gray) or editable (in black).

   - To receive email notifications, scroll to the bottom of the page and select “Yes” from the drop-down menu for “Email Notifications Enabled.”

   - Be sure to <u>click the “Save” button</u> before leaving the page to keep the changes.

Summary – shows the basic information saved in the system to include: assigned permission groups, who the Applicant is and they have chosen to receive email notifications.

Assignments – allows a user to view what Accounts, Disasters or specific PWs they are assigned to.

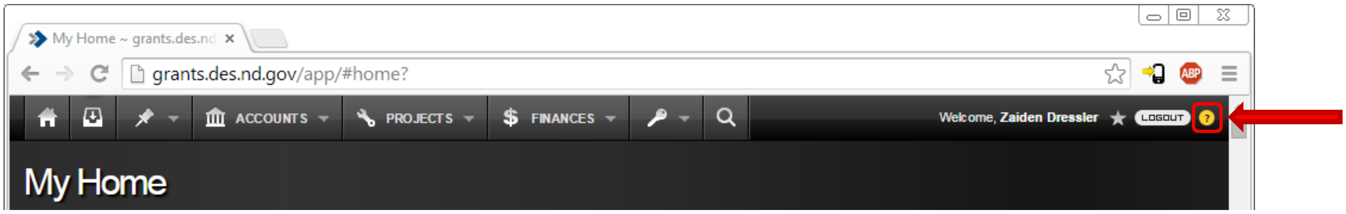
Notes – allows a user to view the notes they have generated.

Documents – like Notes, it allows the user to see all Documents they have generated.

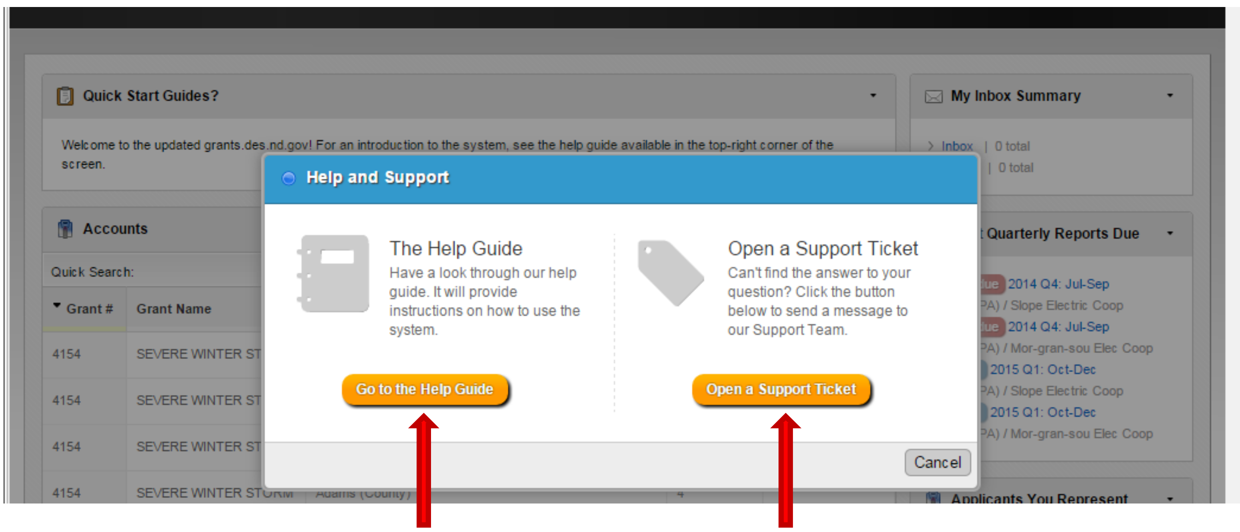
History – shows the history of the user’s account activity.

Help Guide/Support

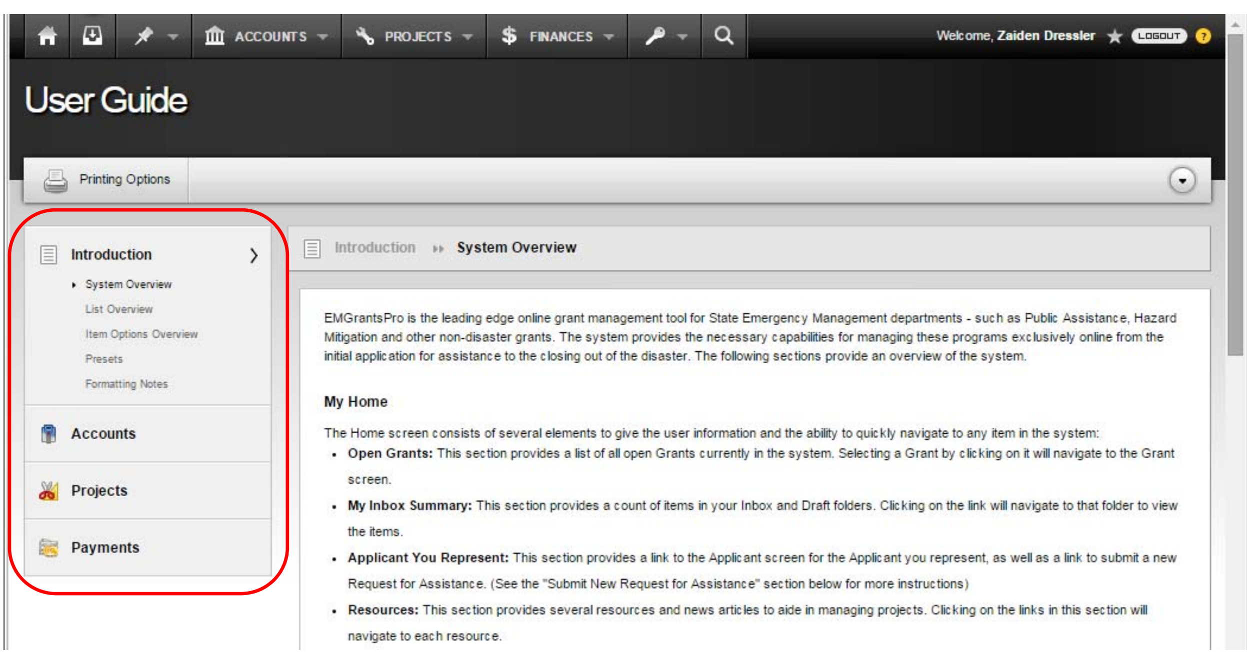
1. Click the question mark button on the upper right of the screen.



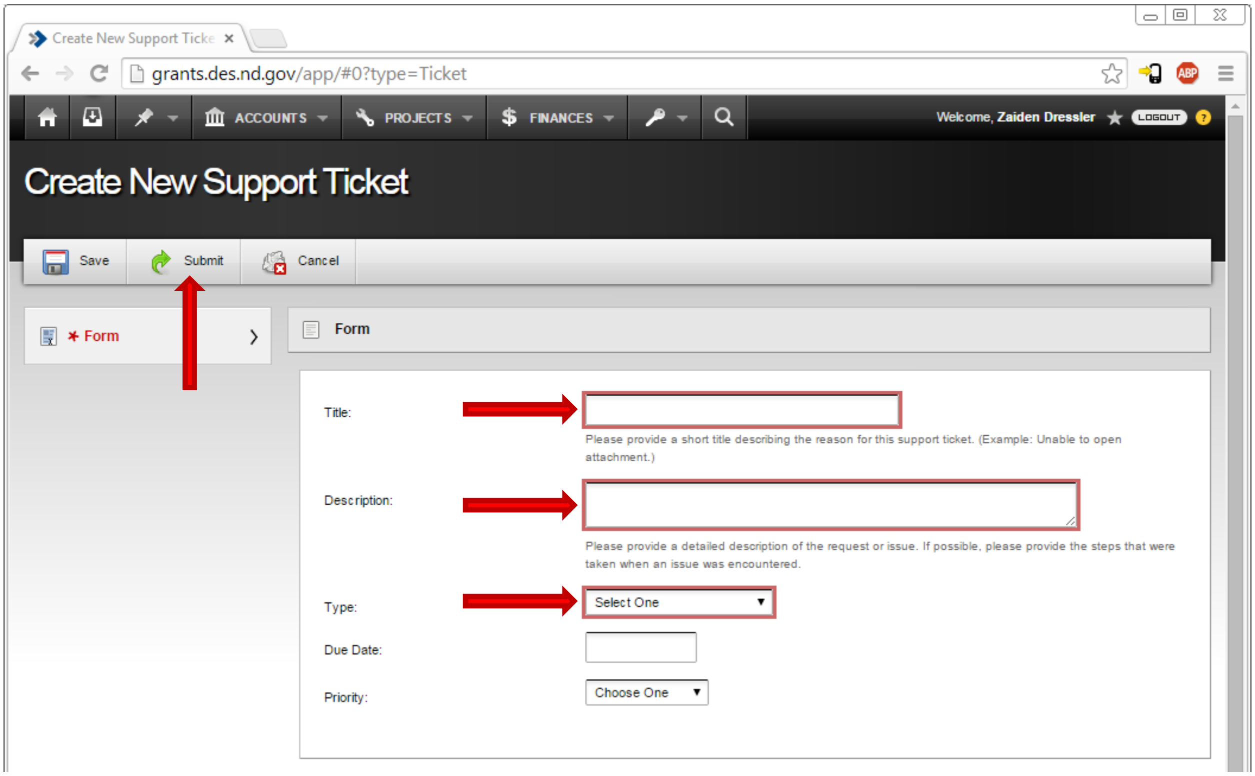
2. This brings up a pop-up to whether one wants the Help Guide or to Open a Support Ticket.



3.
    a. Choosing the Help Guide will open the basic User Guide.
        - One can navigate the guide by using the tabs to the left.

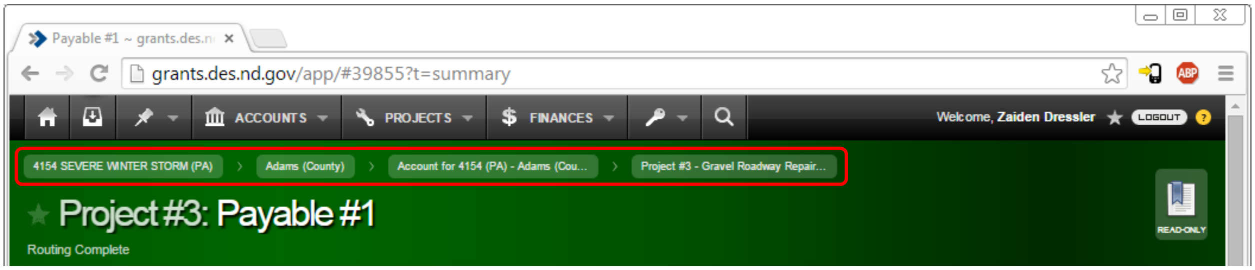


b. By selecting Open a Support Ticket, filling out the form and submitting it, a request is sent to State.
   - Depending on the issue, it may take a longer period of time to resolve.



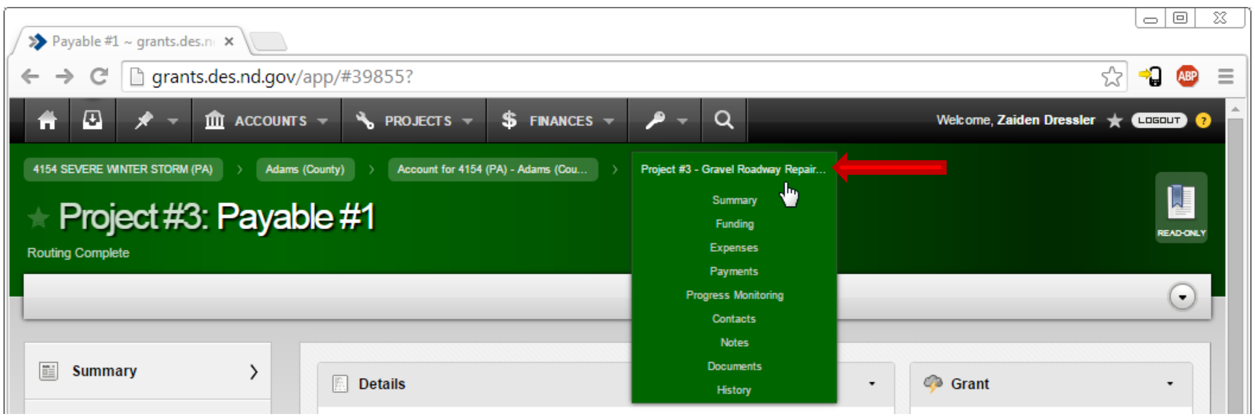
NOTE: All required fields must be properly filled in and the "Submit" button has to be pressed in order for this form to be sent to the State.

Breadcrumb Navigation



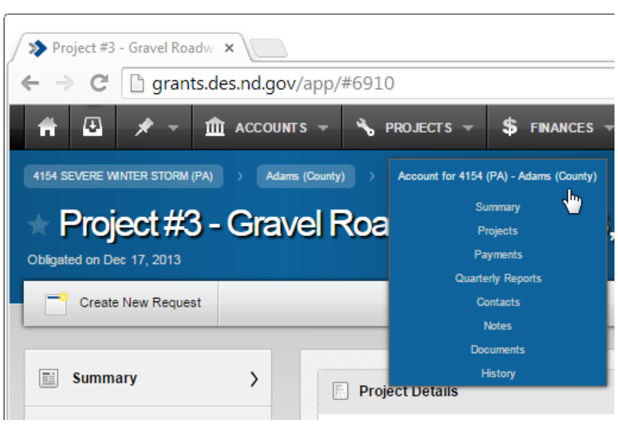
The Breadcrumb is the navigation trail to get to the current page. This online software uses a hierarchy much like a folder hierarchy. One distinct advantage of this is ease to quickly navigate within the Breadcrumb trail (Grant → Applicant → Account → PW).

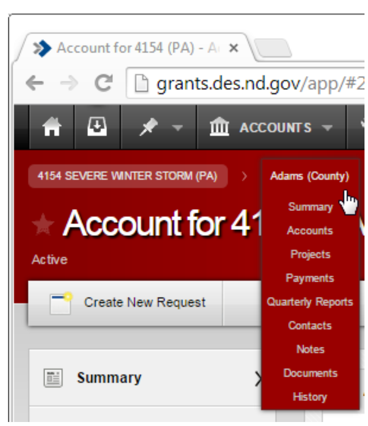
By moving the mouse over one of the Breadcrumbs, a drop down list will appear with items specifically related to that breadcrumb (in the example below, relating to PW 3 of DR-4154).

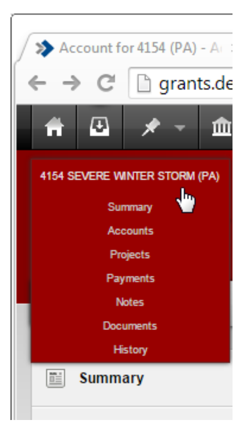


Click any of the items to navigate directly to that page. This is a quick way to get exactly to the places one is looking to go to if they are at all related to the current item being worked on.

Below are examples of the other Breadcrumb lists:





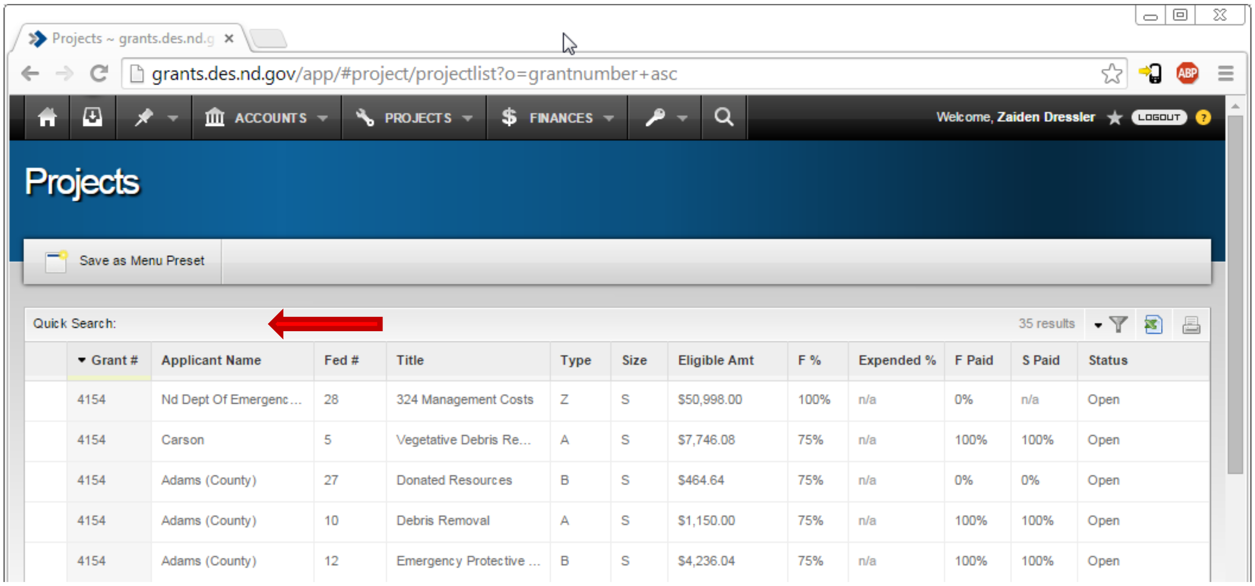


NOTE: Applicant & Account pages have red headings, Project pages have blue and Finance pages are green.

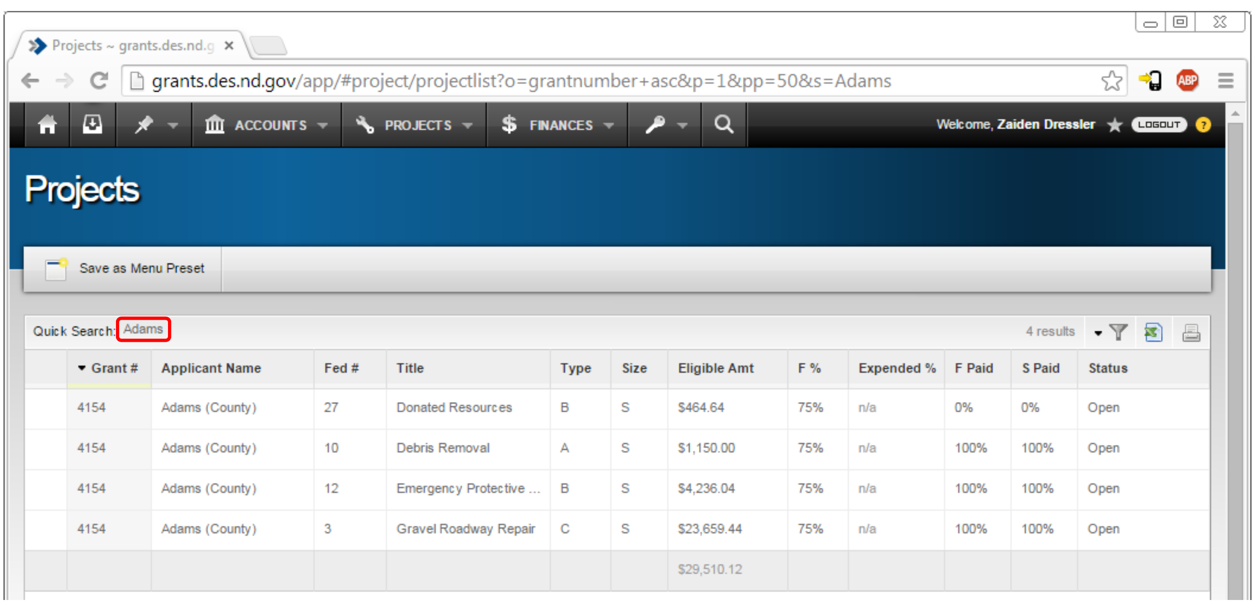
Quick Search

Using the Quick Search will filter the list to include only the items with the entered keyword(s).

This field is typically located at the top of the list, to the right of the "Quick Search" text.

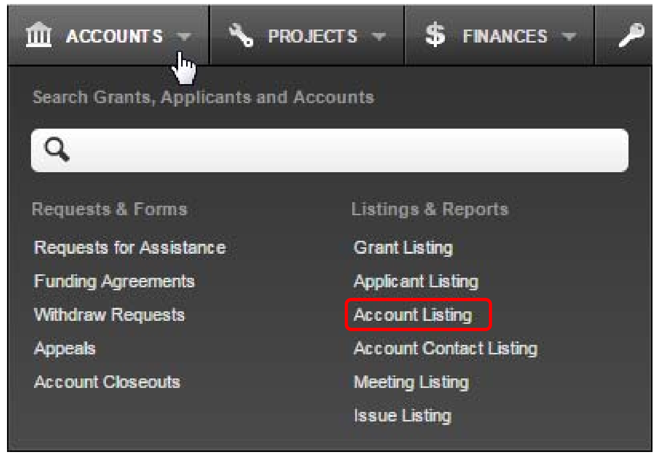


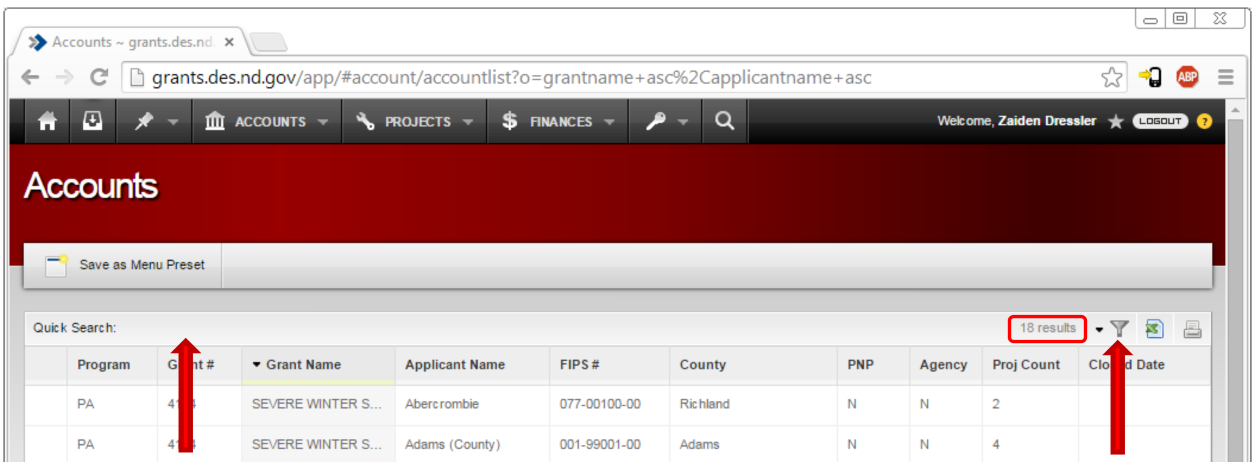
Simply enter in the keyword one wishes to be included in the results and the list will dynamically update.



Account/Project/Finance Query

After one selects either Accounts, Projects or Finances from the Menu Bar, it will load a drop-down menu with a Quick Search and links. By selecting one of the linked items below the Quick Search, it will create a list of the selected item, relating to the Account/Project/Finance section. In this example, Accounts → Account Listing will be selected.

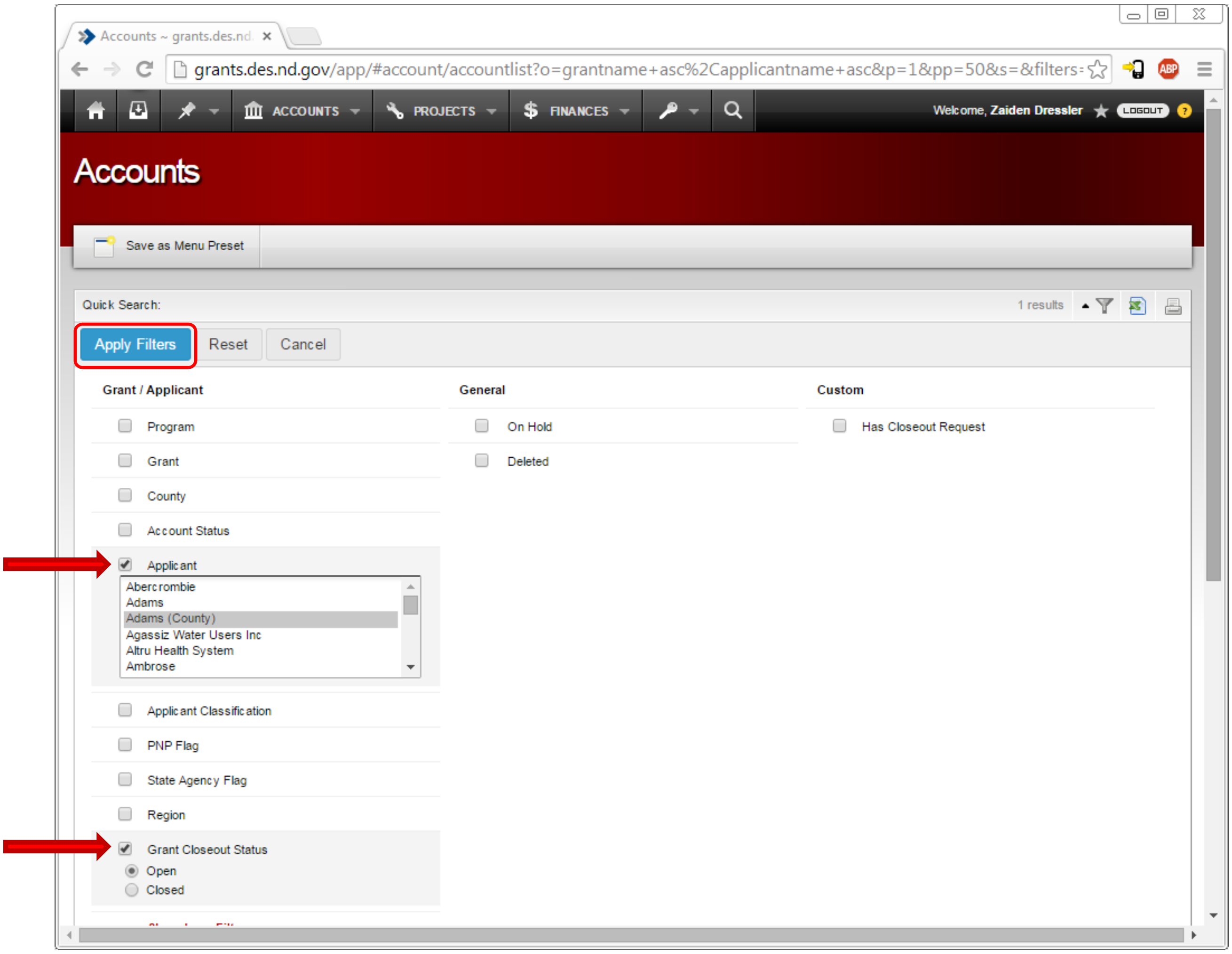




The number of entries on the currently queried list is shown to the left of the Filters icon.

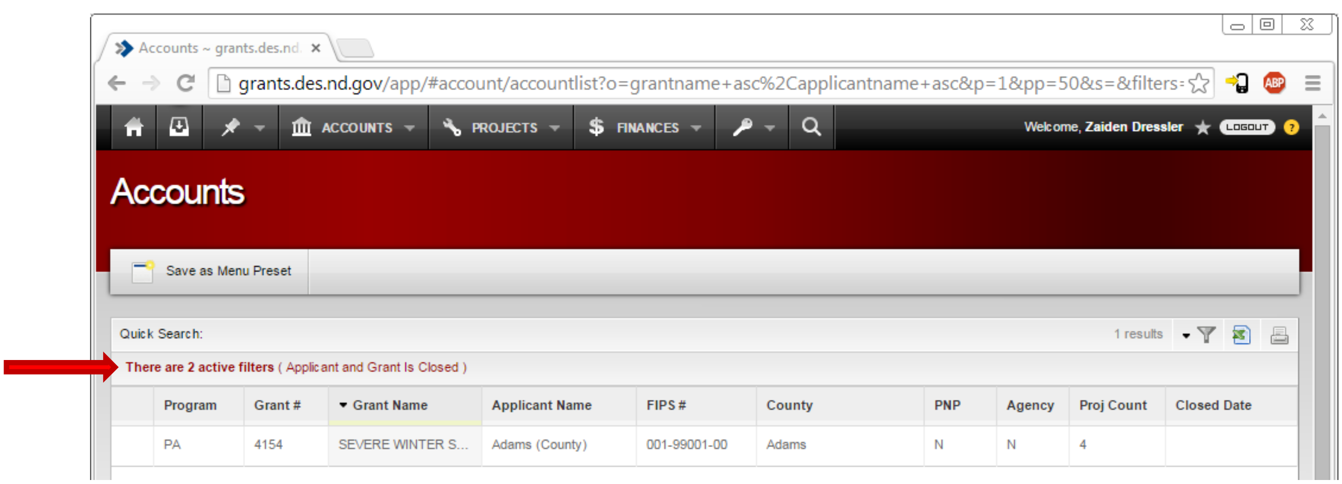
From here, the list can be refined either by a Quick Search keyword or by Filters. Entering a keyword will filter out all results that do not contain the keyword. By clicking the Filters button, a short list of filters will appear with the option to "Show More Filters." From here, one is able to select the wanted Filters included on the list.

When a Filter is selected, typically the option wanted has to be specified. In the following example, "Applicant" and "Grant Closeout Status" are selected. When presented a list, as shown by selecting the "Applicant" Filter, use Ctrl and/or Shift to select/de-select multiple Applicants for the query. "Grant Closeout Status" only gives a radio button to specify if it is either Open or Closed.

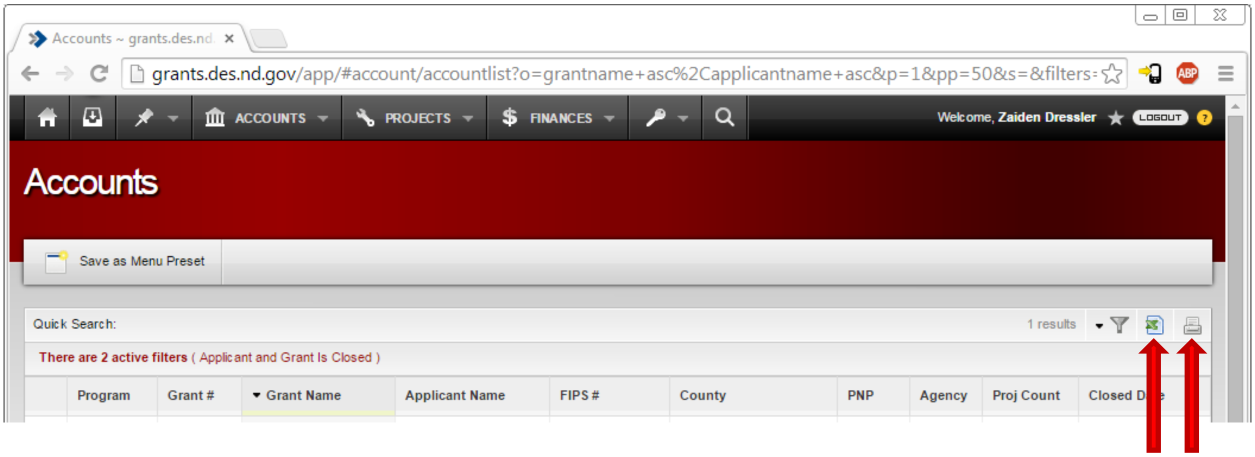


Once all the filters have been selected that is wanted for the Query, click the blue “Apply Filters” button to retrieve the custom Query.

The red text below the Quick Search line will show what the active Filters are. From here, one has the ability to either export this query to an Excel spreadsheet or print it, by clicking the respective buttons next to the Filters Icon.

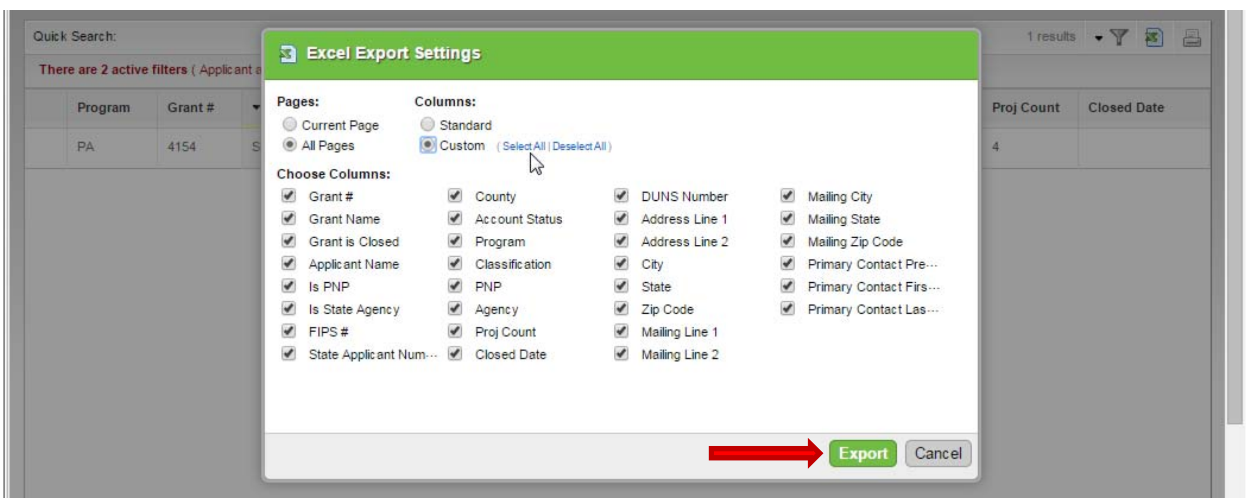


Printing and Exporting a List to Excel

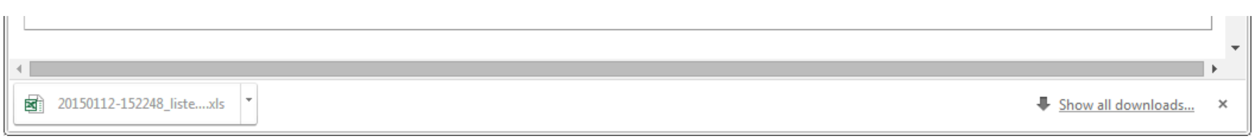


When the Print option is selected, a pop-up window will appear asking if it is desired to either print the "Current Page" or "All Pages" from the query.

By selecting the Excel Export option, a pop-up window will appear (similar to Print) where a person may specify "Current Page" or "All Pages" as well as which columns one wishes to include. To specify which ones are wanted, select "Custom." There are blue shortcuts to the right of that to Select or Deselect all columns, or perhaps one may decide to either add or subtract specific columns.

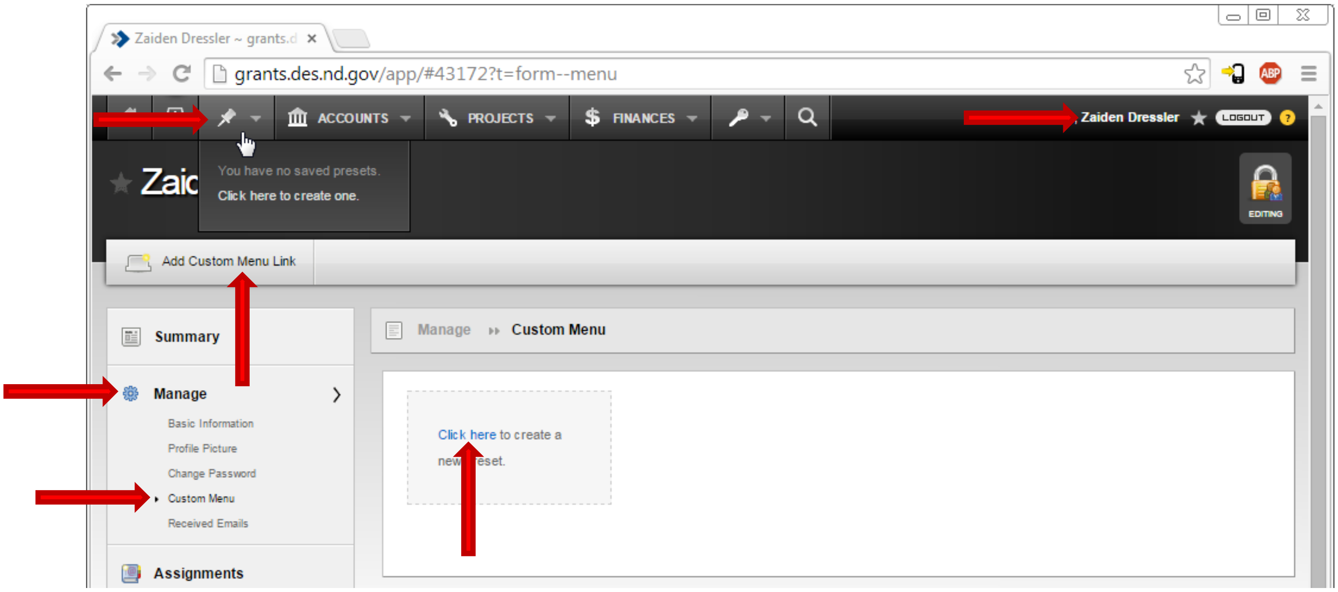


When completed, press the "Export" button and the Excel file will be downloaded.



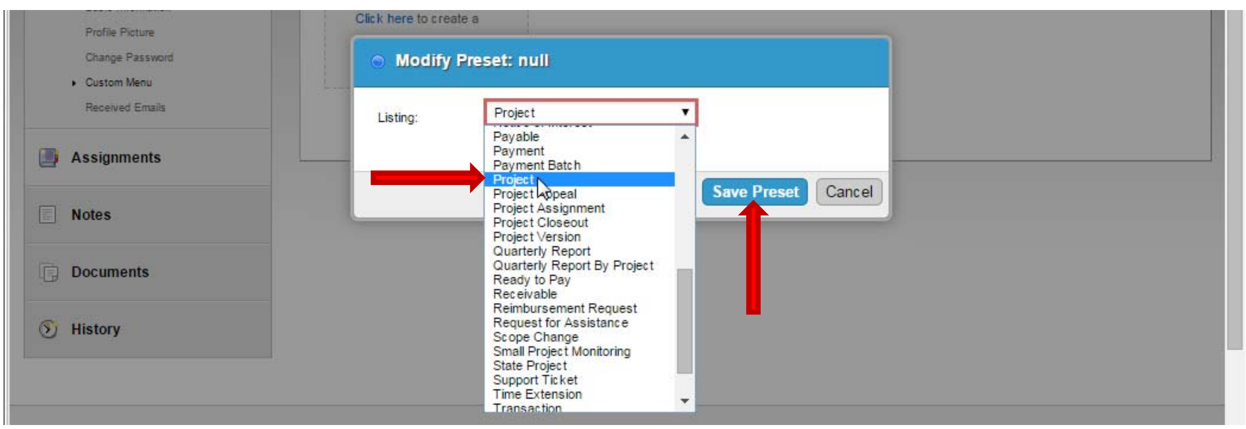
Creating Custom Preset Menu

To begin creating one's custom menu, first navigate there by either clicking the thumbtack icon (Saved Presets) or clicking the name in the upper right of the screen then Manage → Custom Menu.



By either clicking the the "Add Custom Menu Link" button or the blue "Click here" hyperlink, a pop-up window will appear asking which custom listing one would like on their Preset Menu.

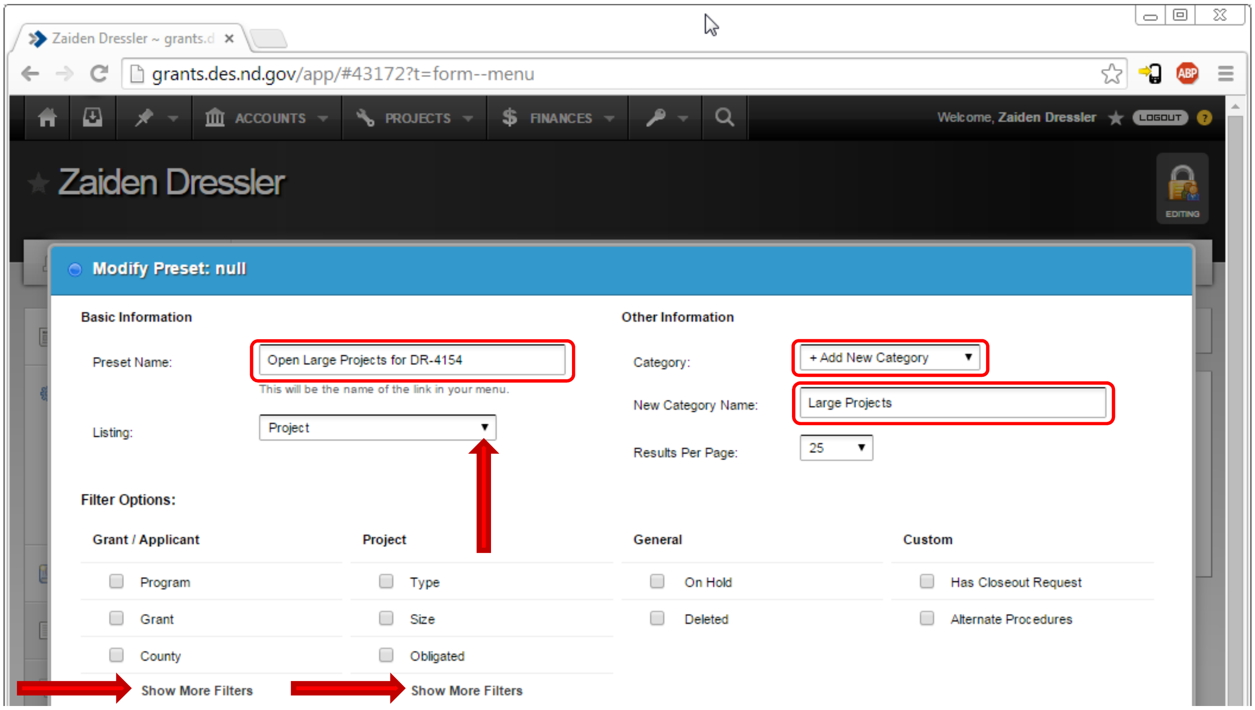
Once a listing is selected (in this example, "Project" is selected), click the "Save Preset" button.



CREATING CUSTOM PRESET MENU

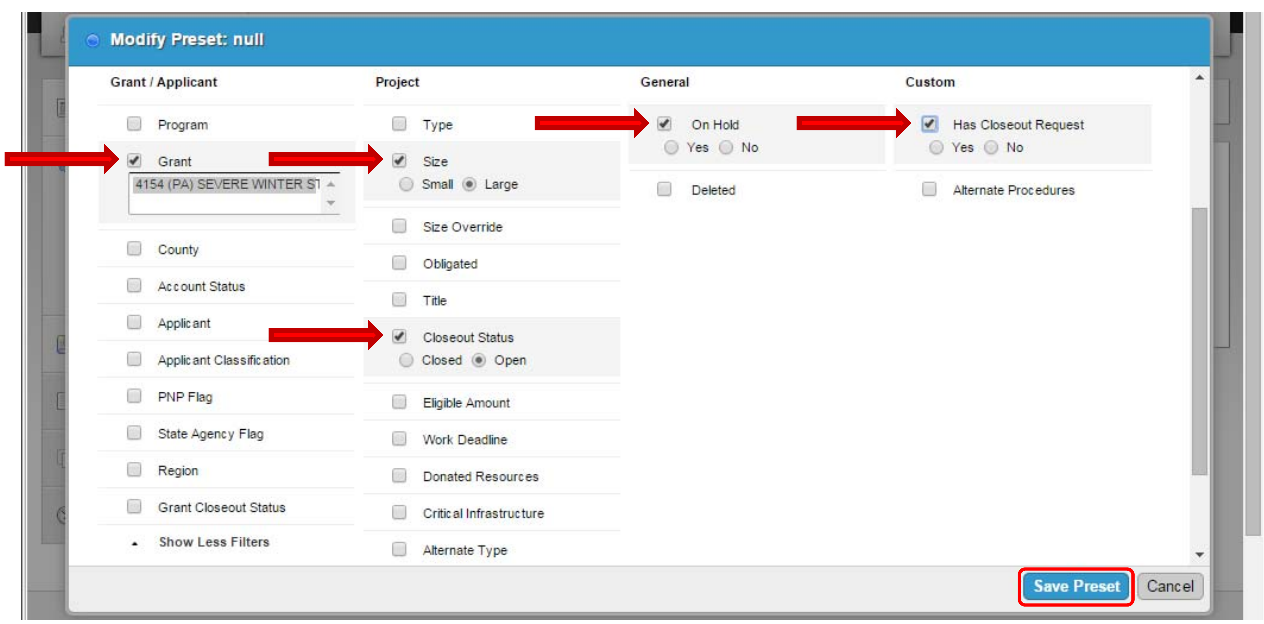
The pop-up window will update with the custom options to the attributed list. Red fields always signify required fields, so give the preset a name and select/create a category it is desired to be listed under.

By clicking "Show More Filters," one is able to see a complete listing of all the Filters for that category (one may need to scroll down to see them all). The more popular items are typically listed toward the top.



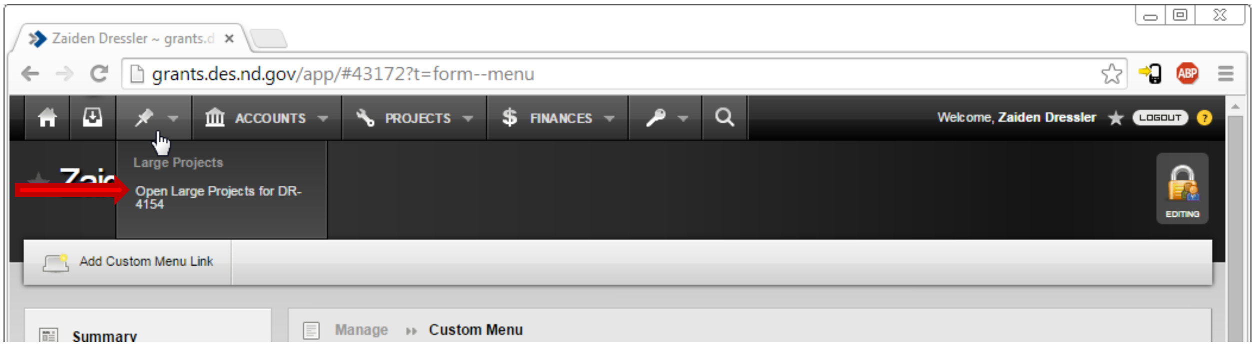
NOTE: One is able to change the listing after they have selected and saved it.

Next, select the Filters desired for the Saved Preset. As seen below, Grant (4154), Project Size (Large), Closeout Status (Open), On Hold (No) and Has Closeout Request (No) are selected.



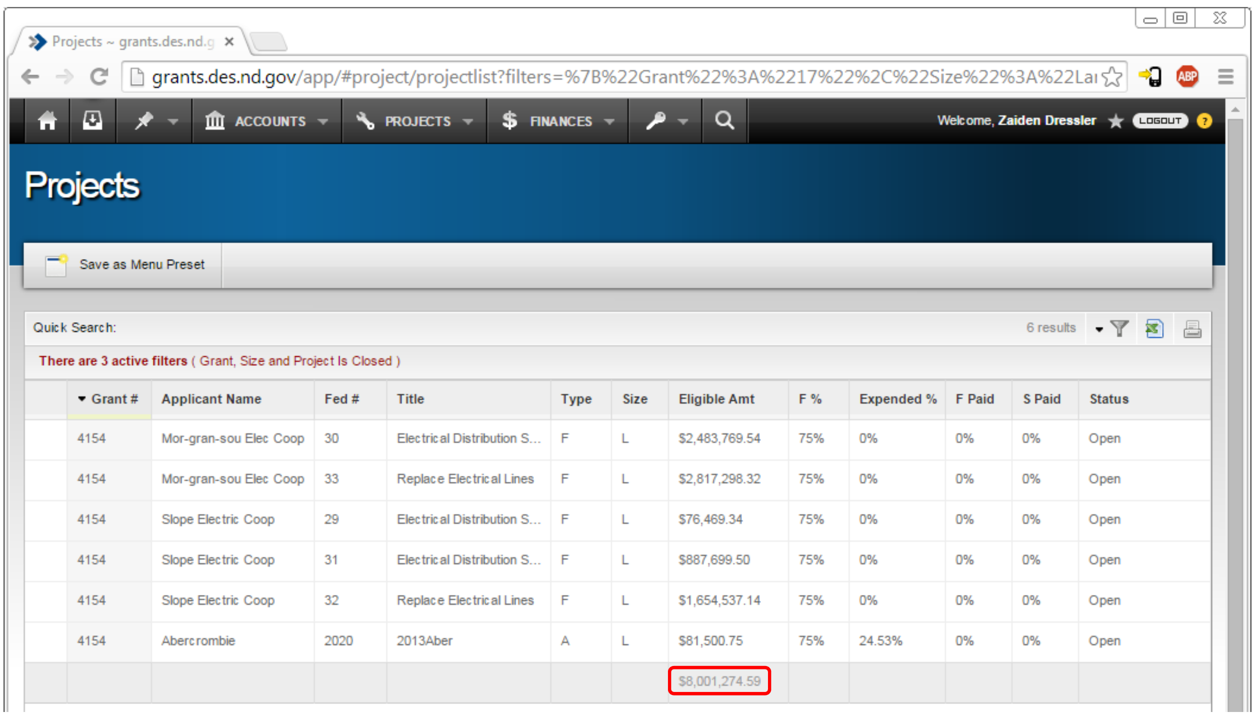
CREATING CUSTOM PRESET MENU

Be sure to click the “Save Preset” button to make this a preset.



Click the Saved Presets icon on the Menu Bar – the newly created Custom Listing should be listed there under the appropriate heading. These custom presets can be extremely useful for filtered lists one finds themselves frequently querying.

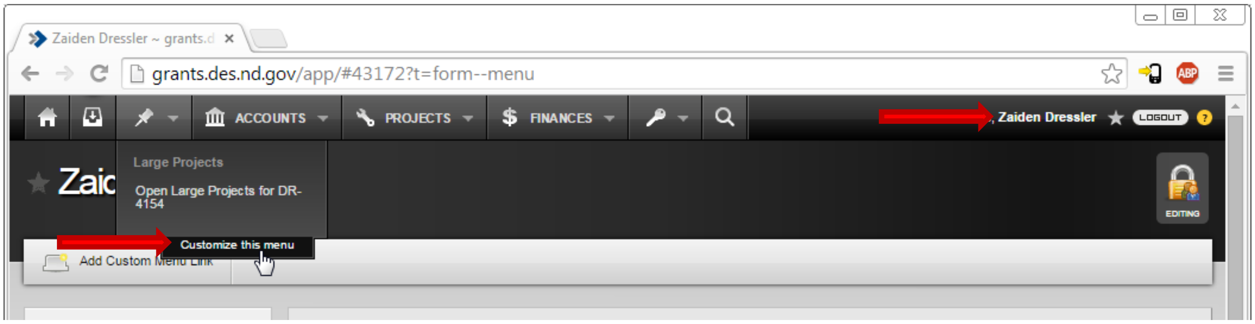
Now select the newly created item. The filtered list will appear.



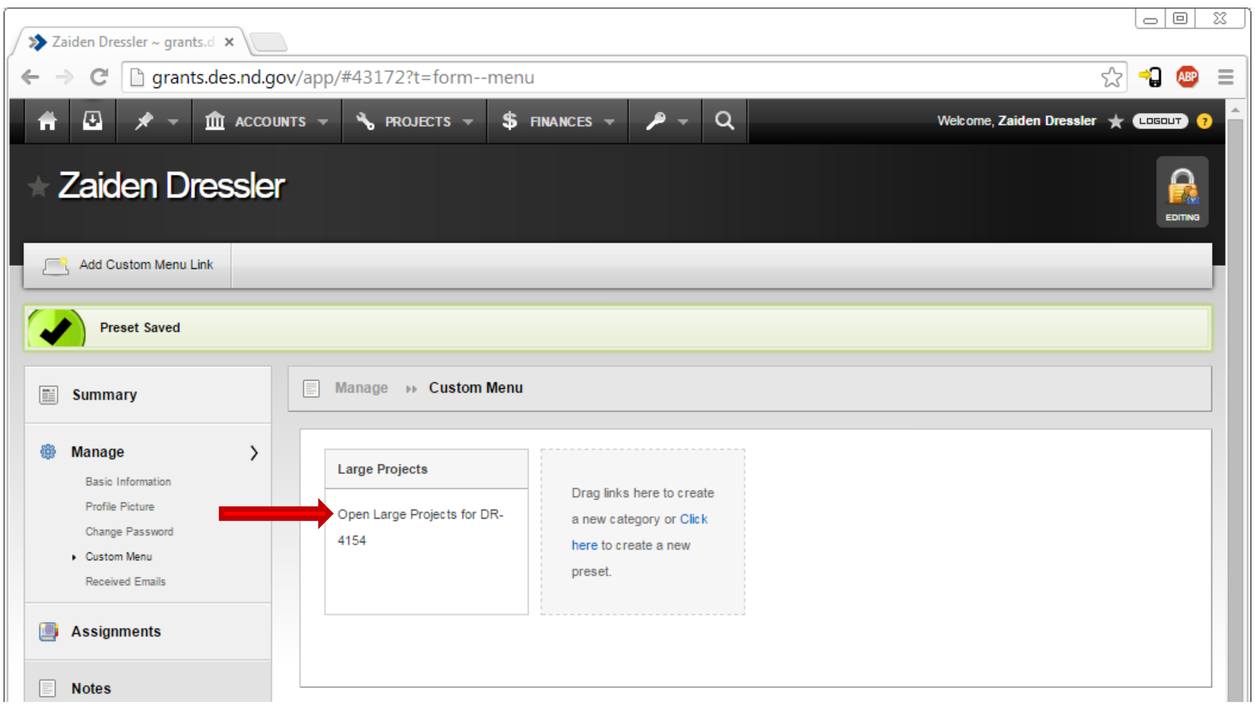
As seen in the case example above, it’s a great tool for letting the applicant know what active DR-4154 Large Projects there are that are open with the state, awaiting a letter to DES to start the closeout process as well as the total of all eligible amounts.

CREATING CUSTOM PRESET MENU

To modify an existing menu preset, either navigate there by way of User Settings (clicking user name in the upper right) then Manage → Custom Menu or click the thumbtack icon on the Menu Bar and click on the “Customize this menu” hyperlink.



By clicking a created custom preset in the Management section, for this example “Open Large Projects for DR-4154,” one may modify the selected preset to their liking. Notice the green “Preset Saved” notification bar that pops up – if ever in question, this lets the user know changes were indeed made.



NOTE: One may move a custom preset from one category into another by dragging-and-dropping it.

Attaching/Viewing Documents and Notes

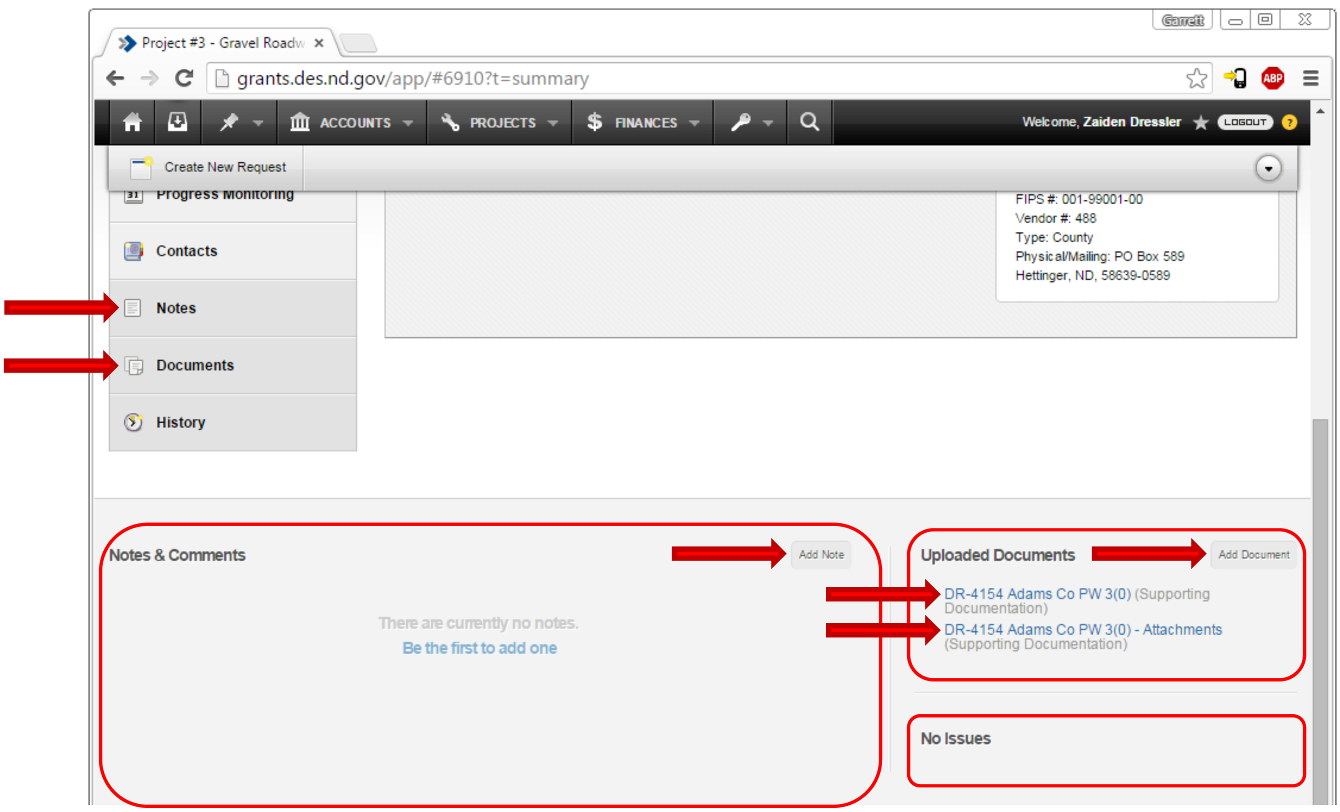
Every page other than generated Lists has the ability to upload/view Documents, make/read Notes and view Issues at the bottom of the associated page or form. For instance, if an Applicant has special information pertaining to a project, they may choose to leave a comment in the Notes & Comments section in the specific project page to explaining the information.

Please choose wisely where these items are being attached. Project comments and documents should be uploaded in the respective Project page (blue), items pertaining to an Applicant should be on the specific Applicant page (red), items pertaining to a specific disaster for an Applicant should be on the specific Account page (red) and items relating to a form should be uploaded to that form.

How-To

First, navigate to the specific page one would like to attach an item and scroll to the bottom of that page. This is where all the most recent comments, documents and issues are located. To view or download a Document, simply click the blue hyperlink.

To add a note or document, one must click the Add button in their respective area.

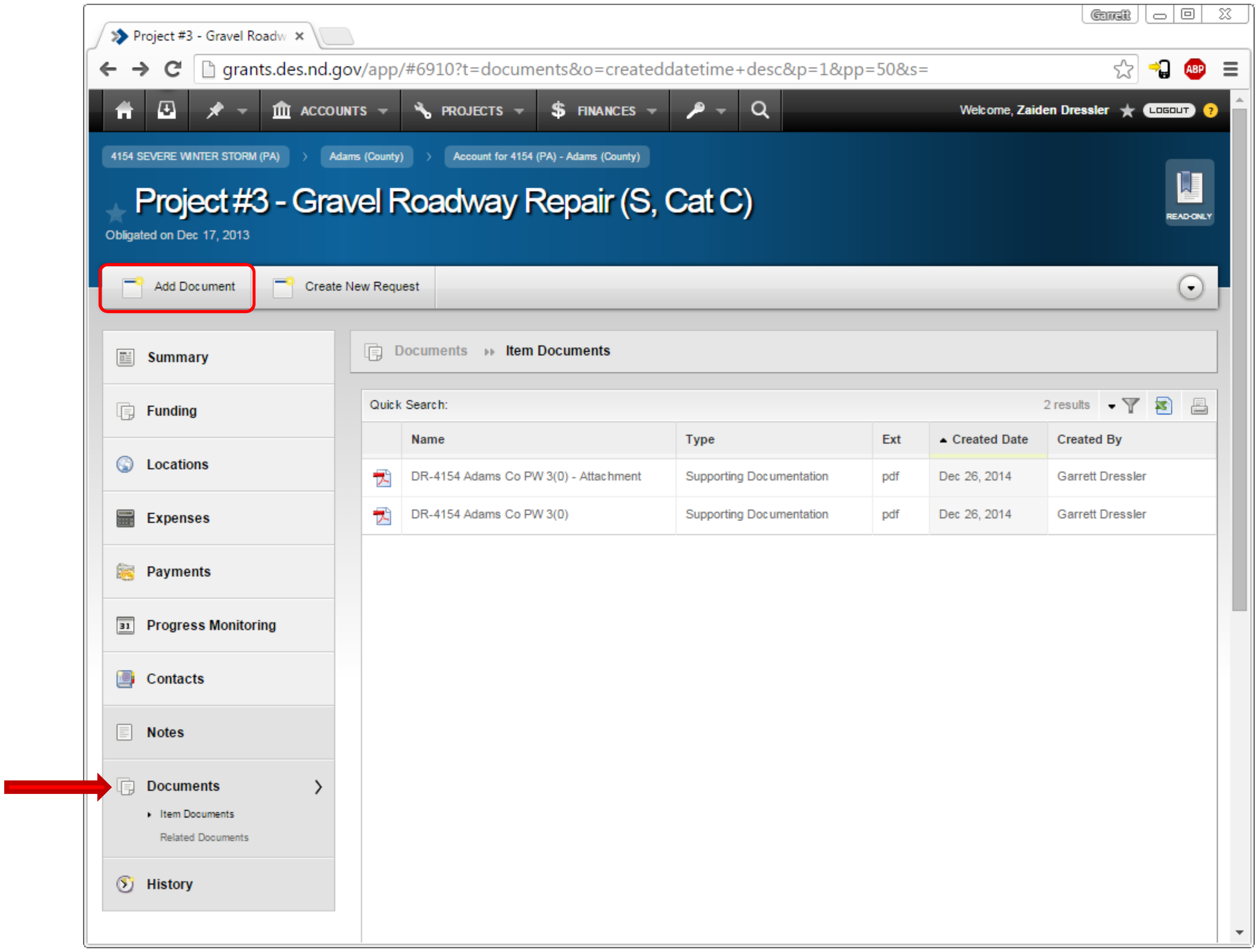


NOTE: A user can reply to a comment as well as make a new one.

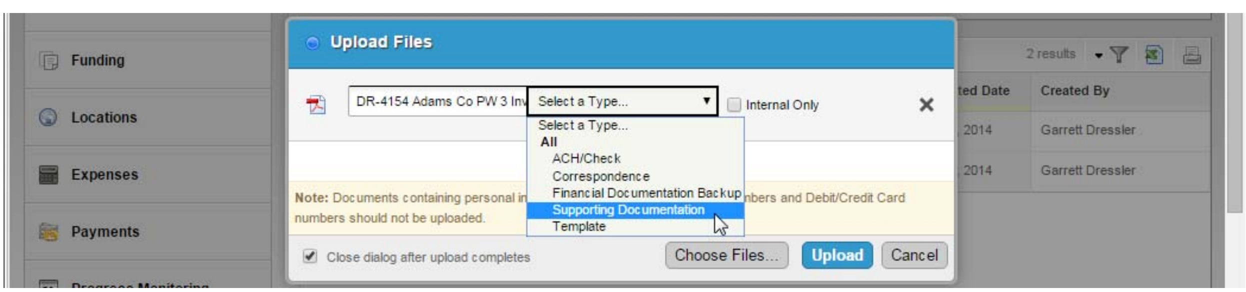
The other way to view and add notes and/or documents is to click either the Notes or Documents tab to the left.

ATTACHING/VIEWING DOCUMENTS AND NOTES

After the left Documents tab is clicked, a List of the documents will be displayed. These may be filtered to show specific documents if there are many or to export/print. To add a document, click the “Add Document” button.



This will bring up a window to add files. To add files, simply drag and drop them to the white area in this window or select the “Choose Files…” button, locate and select the file(s) needing to be uploaded and click Open. Once they are added to the list, one must assign a document type from the drop down list.



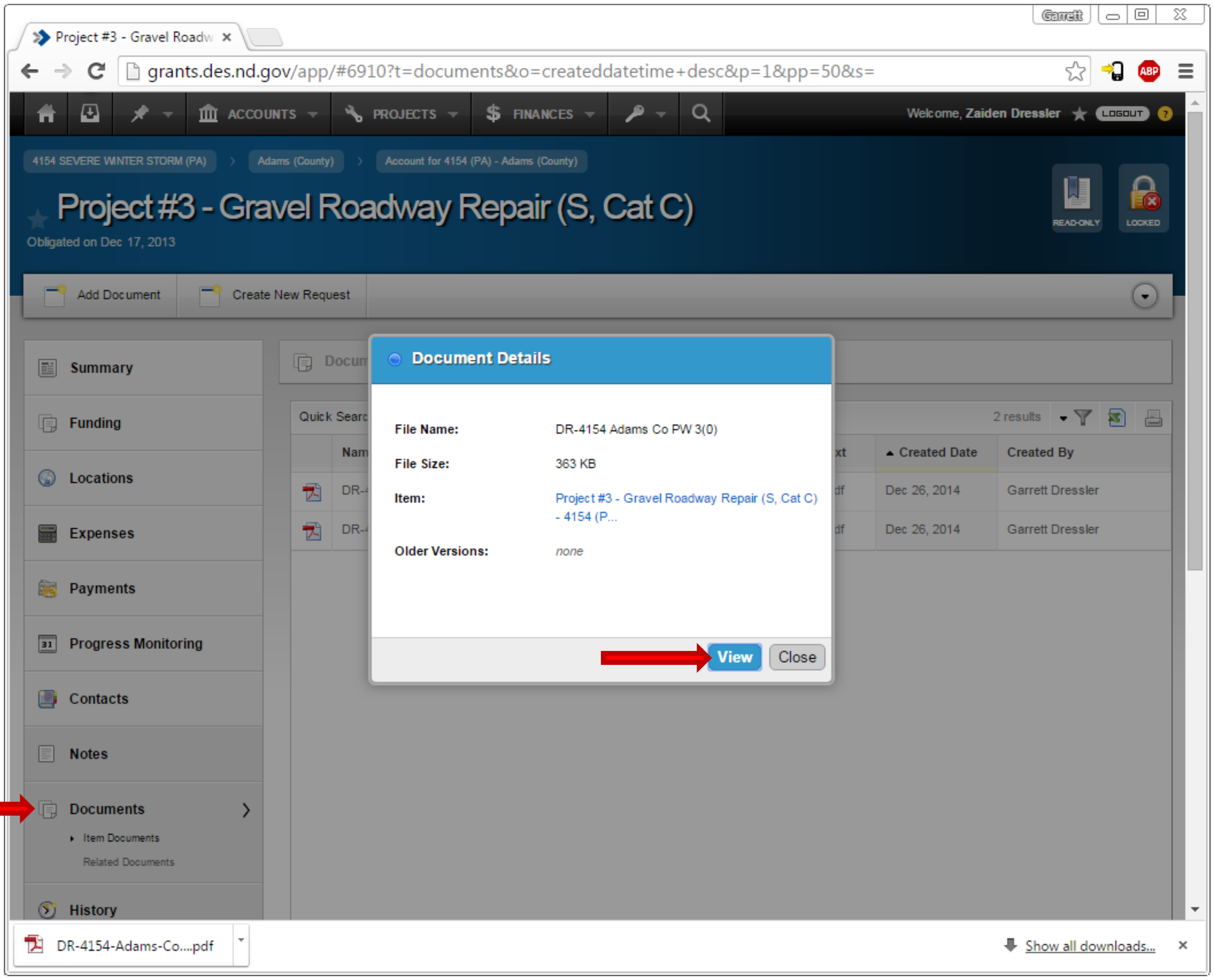
The item may be renamed in the field to the left of the document type. Each file uploaded must follow the following naming standard (see page 1 for full naming standard list):

DR-#### Applicant PW # (Description) - yyyy-m-d

- Example: **DR-1981 Adams Co PW 3 Invoices - 2015-8-19**

To view or download a document, one may either click the document link at the bottom of the page or go to the “Documents” tab to download a file. In order to download from the “Documents” tab, click the tab the click the document in the list. A popup window will appear. Click the “View” button to download the document.

A user may use a Filter or Quick Search to narrow the list results if there’s a lot of documents.



To view a note, either click the “Notes” tab to view all the notes or scroll to the bottom of the page to view the more recent notes.

Submitting a Request/Form

A Form in this grant software is any page that allows the Applicant to fill in fields and submit it to the State. This form goes through a Workflow process, where it may reach one or more individuals from the State with the ability to review and possibly advance it to the next Workflow process. NDDES may return or advance the Form to the Applicant for a number of reasons: missing documentation, incorrect information, not in compliance with CFR 44 and/or State law, for approval, etc. The reasoning will be included.

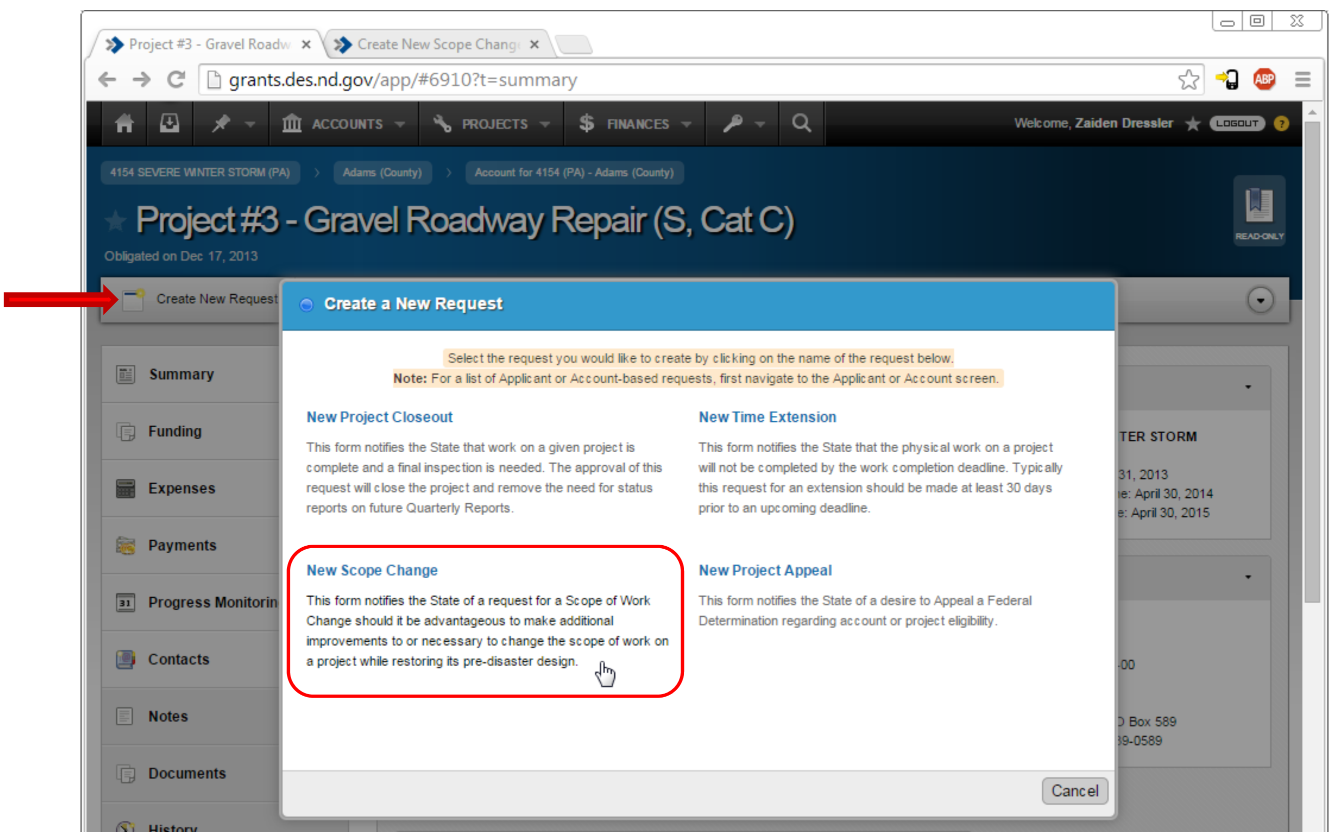
The majority of requests/forms are located in either the Account or the Project page.

Accounts – One may request for Assistance (RFA), Account Closeout, Withdraw of Assistance, an Appeal or Small Project Monitoring in the specific Account.

Projects – One may submit a Reimbursement Request, Advance Request, Project Closeout, Time Extension, Scope Change or Project Appeal for the specific Project.

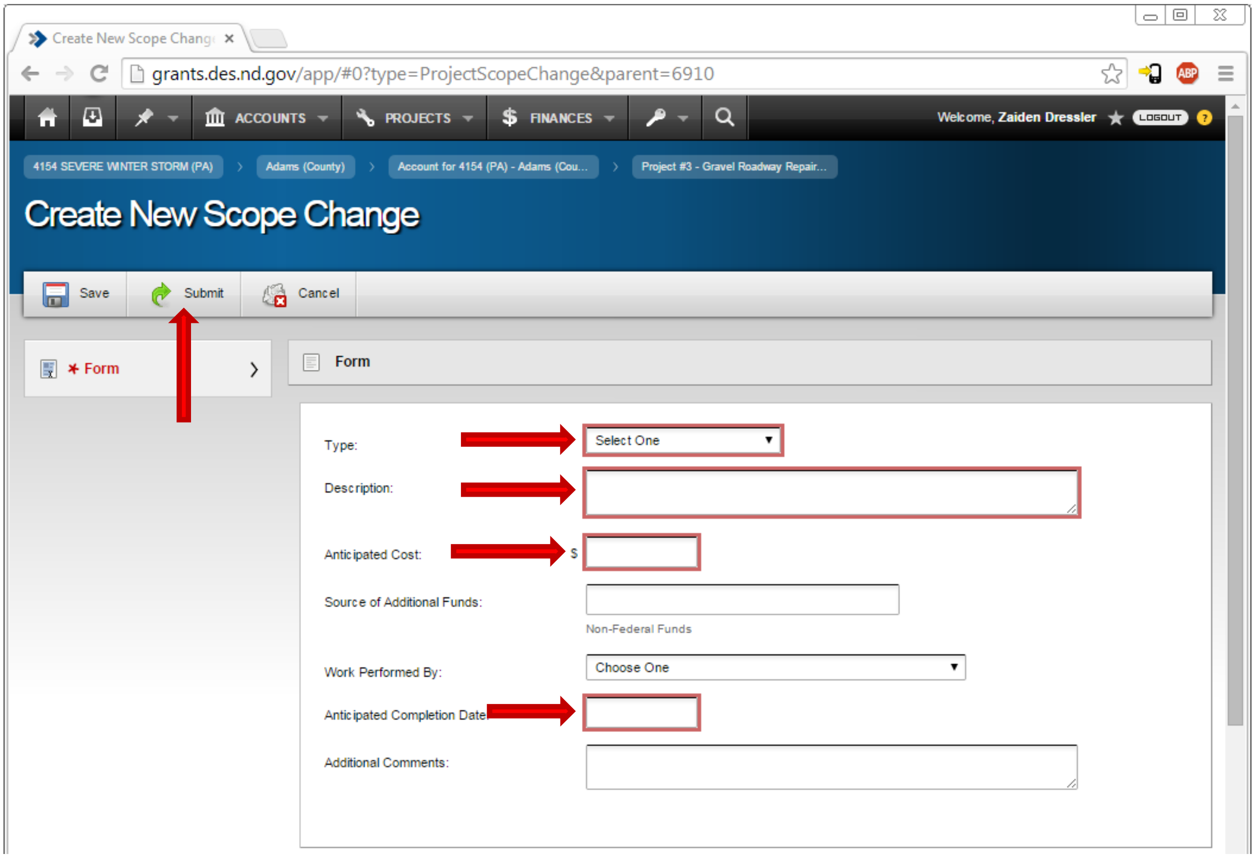
How-To

First, navigate to the specific Account or Project the request is needing to be made. In this example we are going to make a Request for a Scope Change for PW 3 in DR-4154. Once there, click the "Create New Request" button and select the request needing to be made, in this case we will be selecting New Scope Change," so click that.



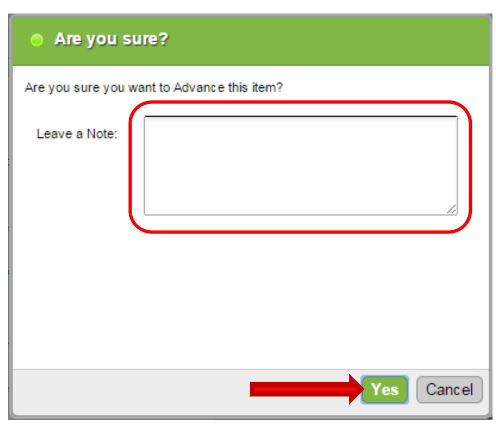
The form will appear with the ability to Save, Cancel or Submit it. All the red fields are required fields in order for the form to be submitted. Be sure to include as much supporting information in the optional fields as it pertains to explaining the Request.

A user has the option to save the form if they wish to revisit it again to add additional information. If this is the case, click Save. If a user wishes to cancel the request, press Cancel. In order to advance the request to the State for review and eventually approval, one must Submit it so click "Submit."



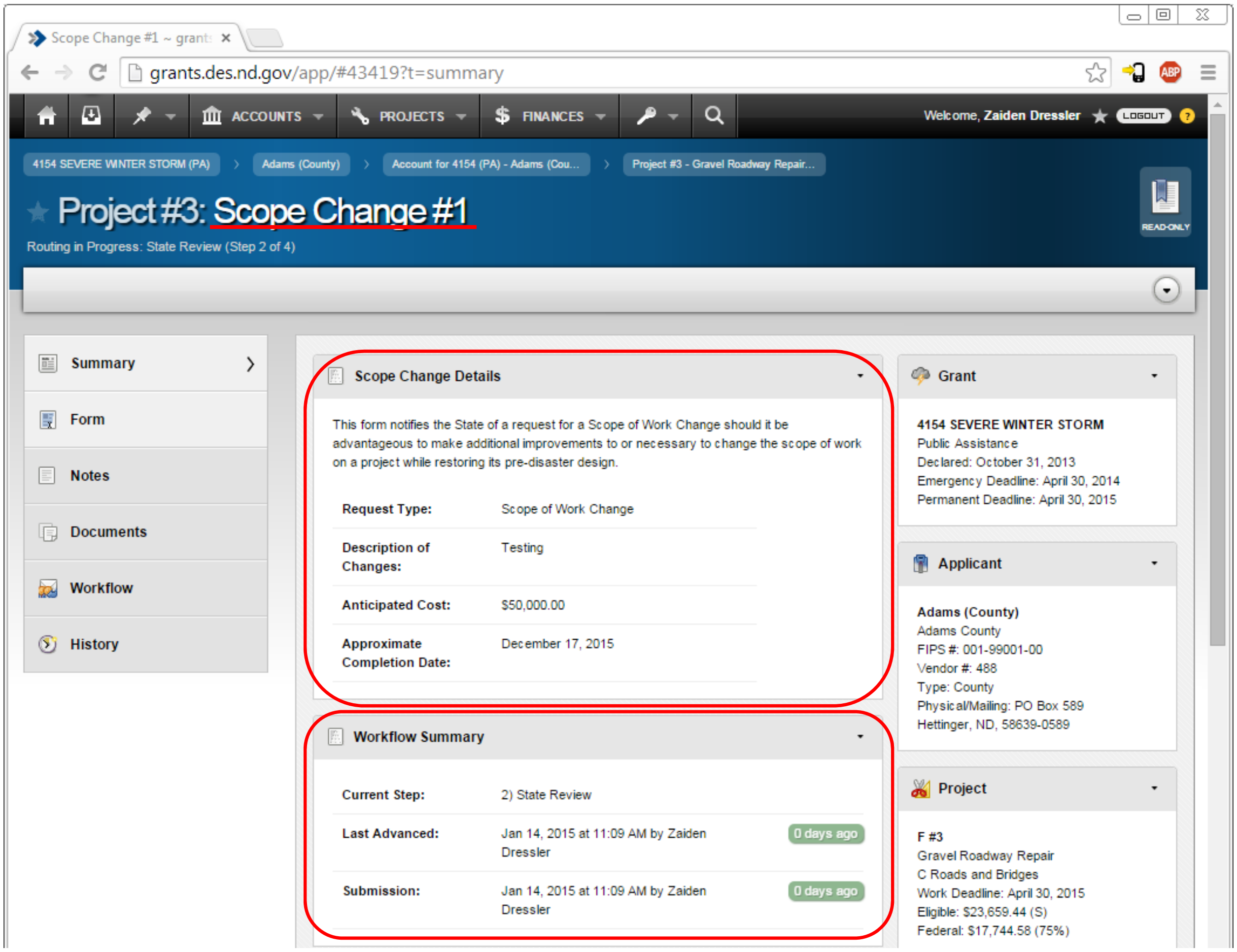
In this form, there is the option to request an Alternate Project, Improved Project, Project Relocation or Change for Scope of Work (SOW). Enter in why and what is desired for the new SOW, the Anticipated Cost, Anticipated Completion Date and any other field that do a better job explaining the story of this Request and click Submit.

When a form is submitted it's referred to Advancing (within the workflow), a window will appear asking to confirm whether or not it should be advanced. There is the option of leaving a note, which one may do so now. When finished with the note, click "Yes" for the form to be Submitted.

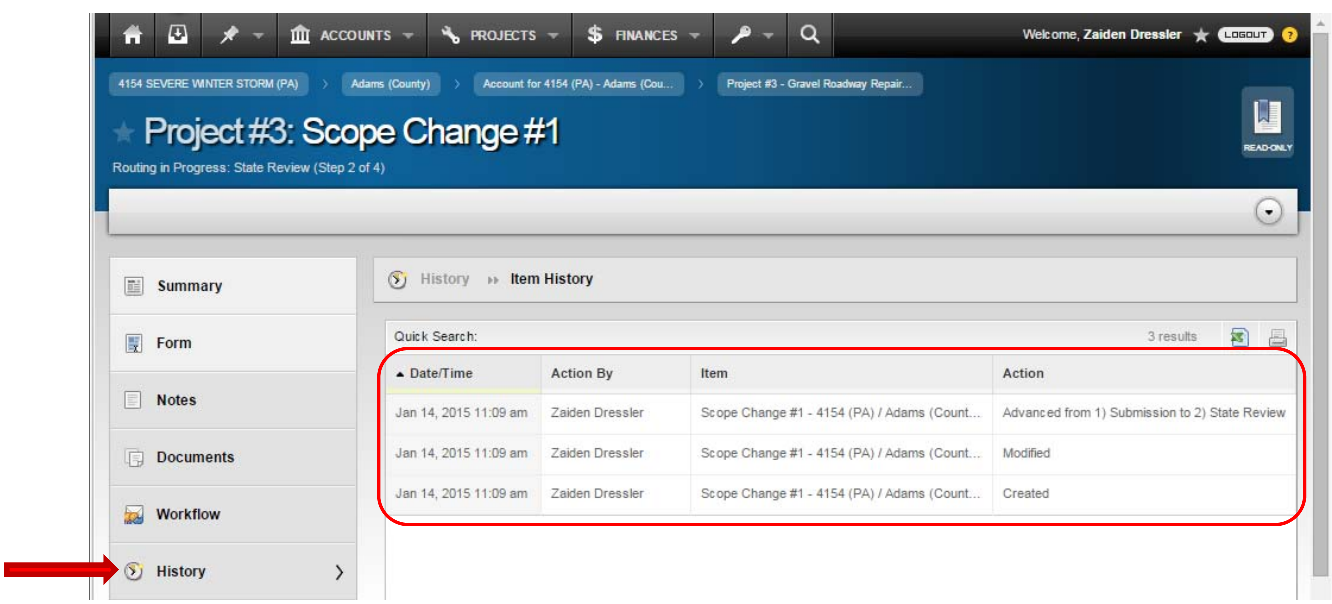


SUBMITTING A REQUEST/FORM

Notice the screen navigates to the Project with the updated Scope Change Details included as well as the current step in the Workflow this request is at with DES and FEMA.

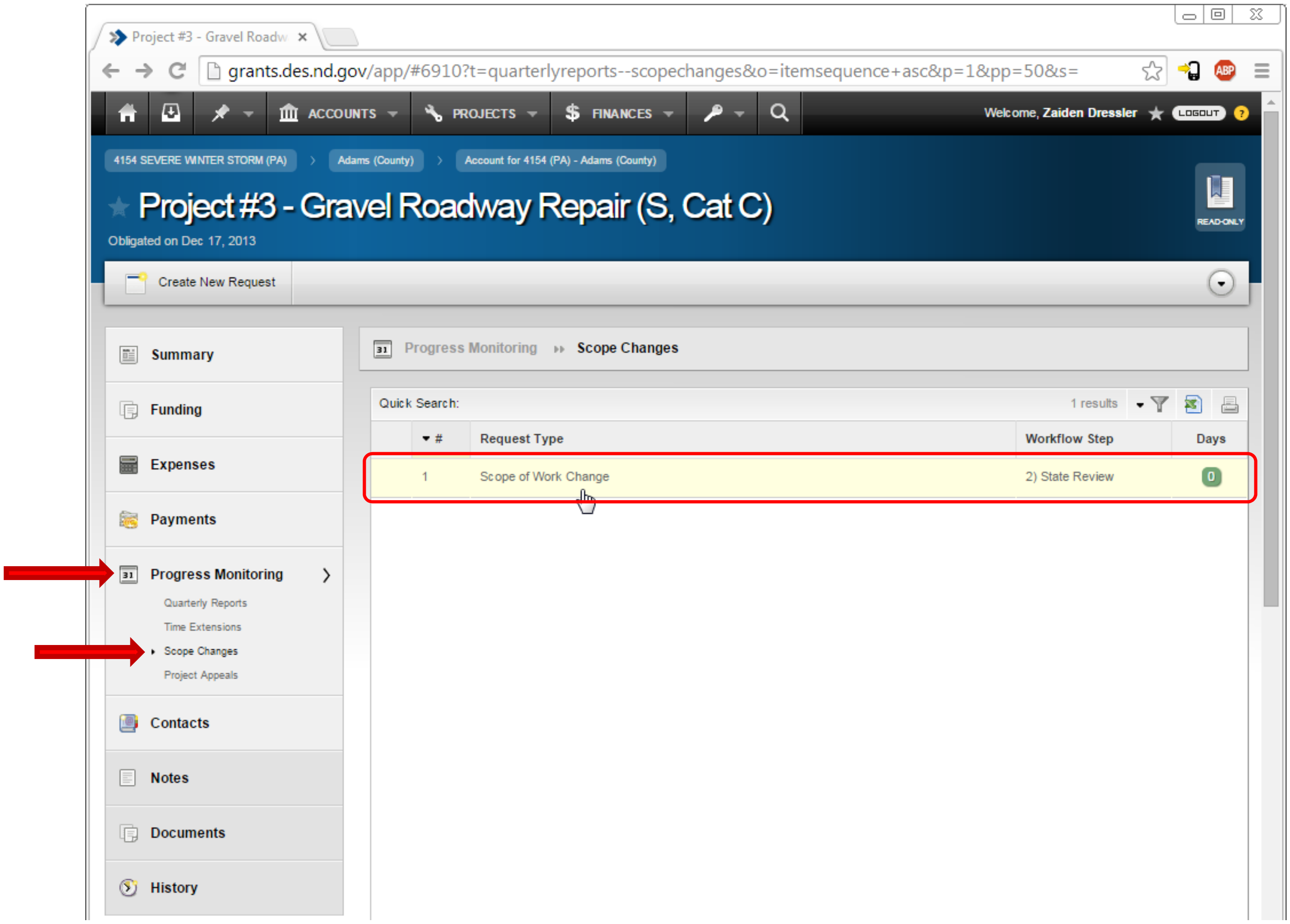


By clicking the History tab, one will see the workflow history (to include times/dates of each step).



SUBMITTING A REQUEST/FORM

To access a Request, navigate to the specific Project page and click the "Progress Monitoring" tab. By clicking this tab, the page will navigate to Quarterly Reports by default, but a user may click any item they wish to look at. In this example, "Scope Changes" was selected and the list of all Scope of Work Changes to the right was generated.



NOTE: Related requests from the specific Project/Account page will be listed under the respective item below the "Progress Monitoring" tab.

There are many different Forms and Requests one may make within this software:

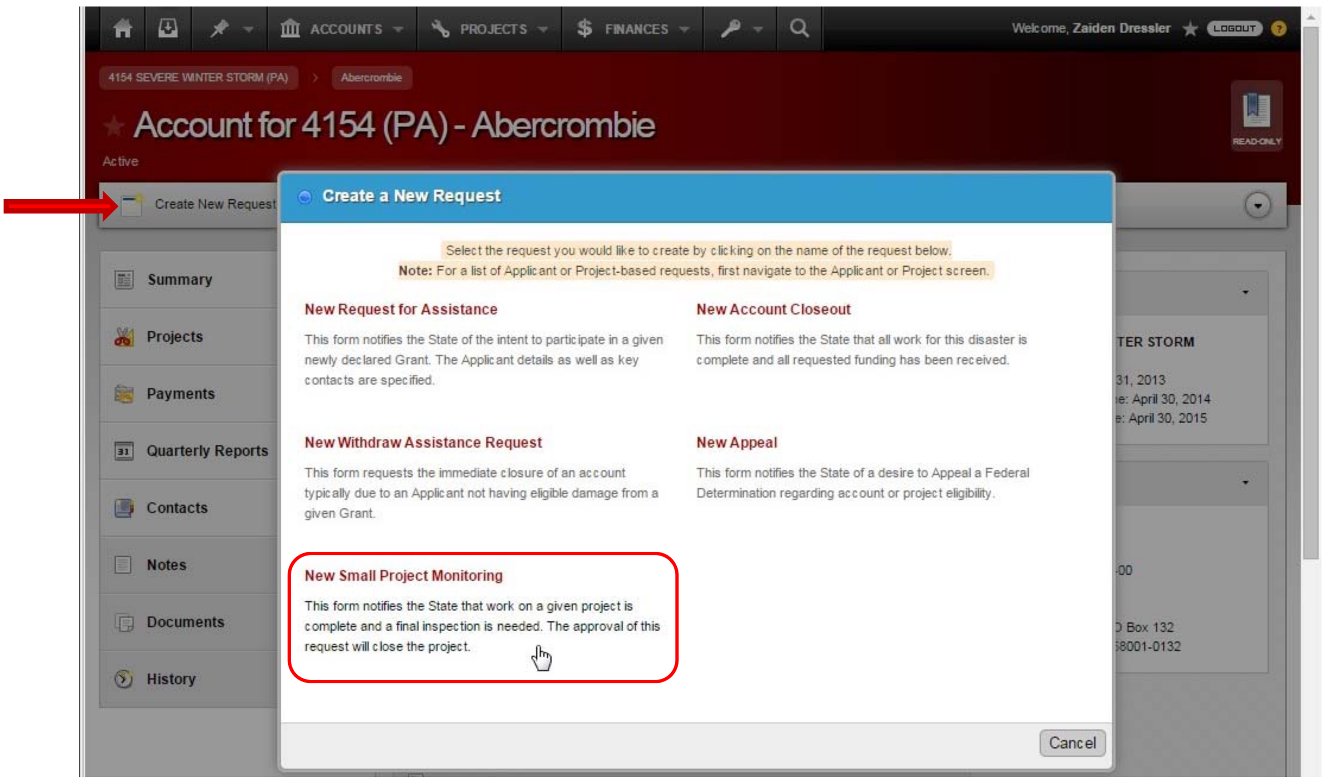
- Account Closeout Request[1]
- Project Closeout Request[1]
- Existing Applicant Request for Public Assistance[1]
- New Applicant Request for Public Assistance[1]
- New Withdraw Assistance Request[1]
- New Appeal[1]
- Reimbursement Request[1]
- Time Extension Request[1]

[1] "Training Videos." Training Videos. Louisiana GOHSEP in Conjunction with MB3 INC., 6 Aug. 2012. Web. 17 Feb. 2015. <http://louisianapa.com/site/Training Videos.cfm>.

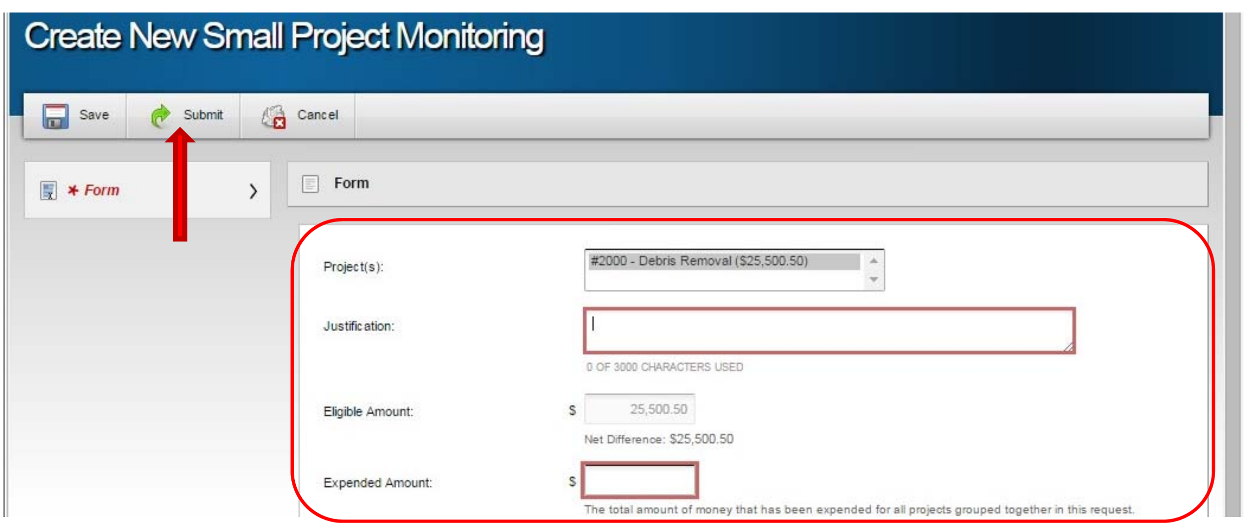
Creating a Monitoring Request

A Small Project Monitoring Request lets NDDES know all small projects have been completed for a specific sub-applicant's Account. Once NDDES receives the Small Project Monitoring Requests from all sub-applicants, NDDES will schedule a Small Project Monitoring with its sub-applicants.

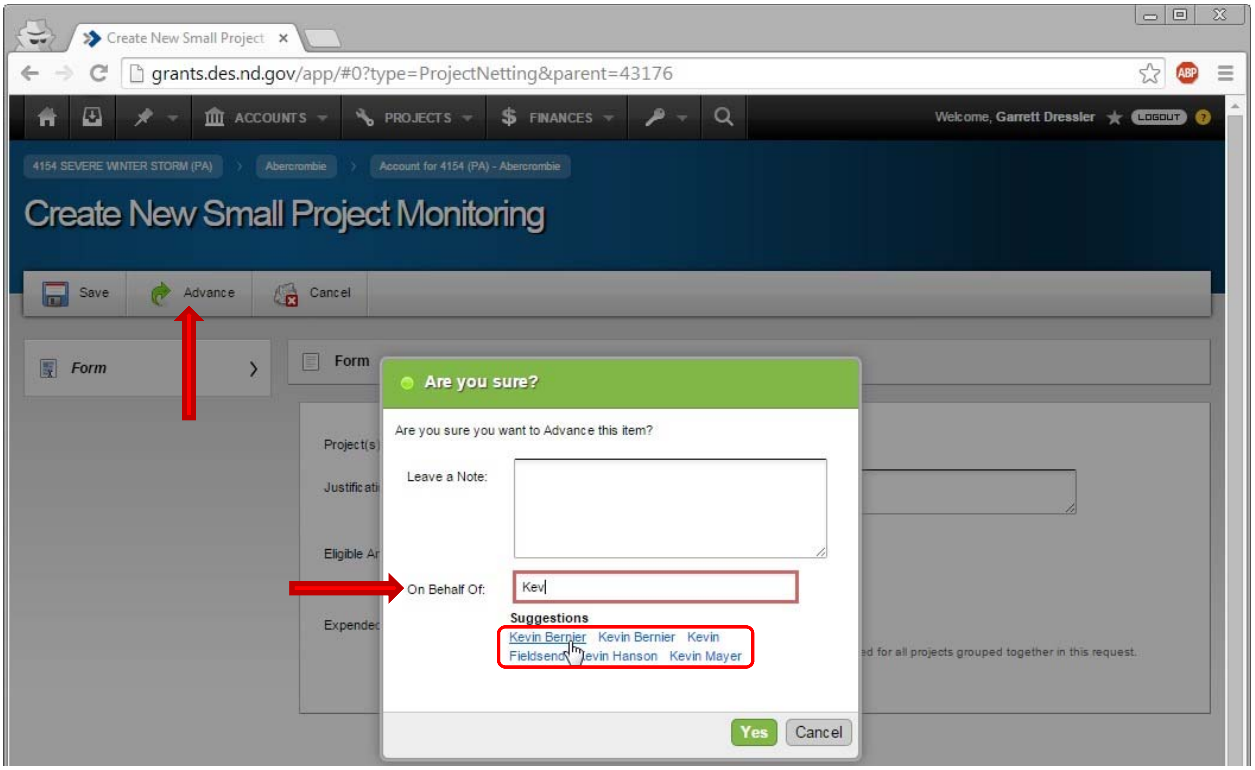
First, navigate to the Account (Grant + Applicant) of the completed small projects, click the "Create New Request" button and select "New Small Project Monitoring."



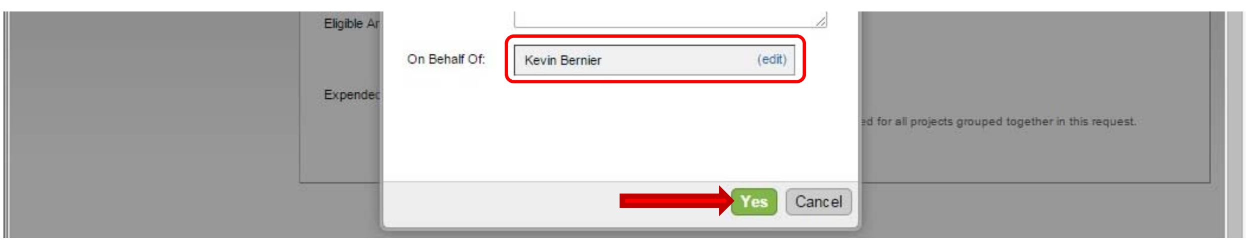
This navigates the user to the Small Project Monitoring Request form. Using the Ctrl key, a person may deselect specific projects not yet ready or needing closeout. Fill out and 'Submit' this form.



After the form has been submitted, there will be a pop-up asking "Are you sure?" In the "On Behalf Of:" field, type the applicants name and select the applicant below in the Suggestions.



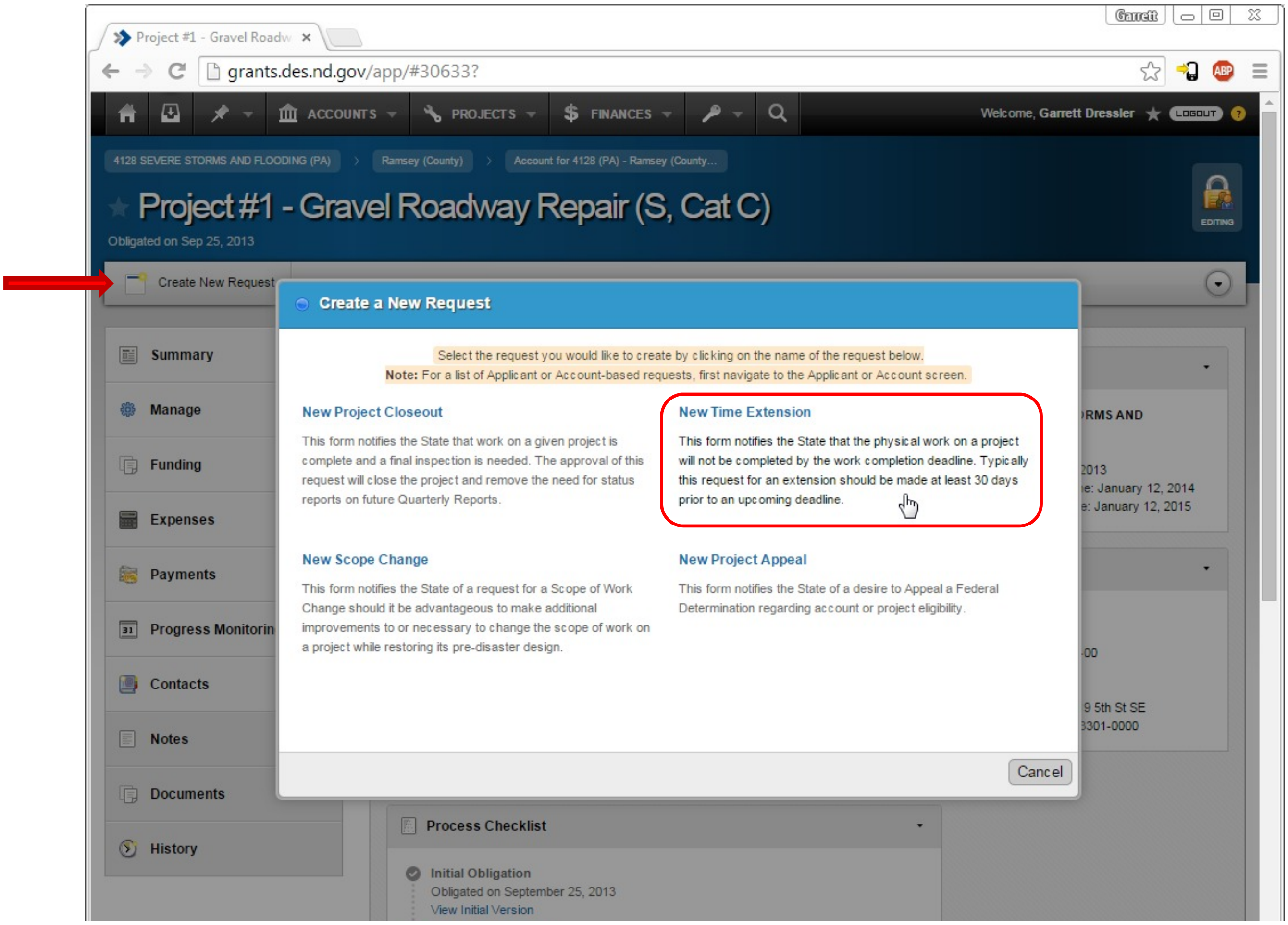
The field should be greyed out with the applicant's full name and an edit link to the right. Click the edit to modify the name in the field. When completed, press the green "Yes" button.



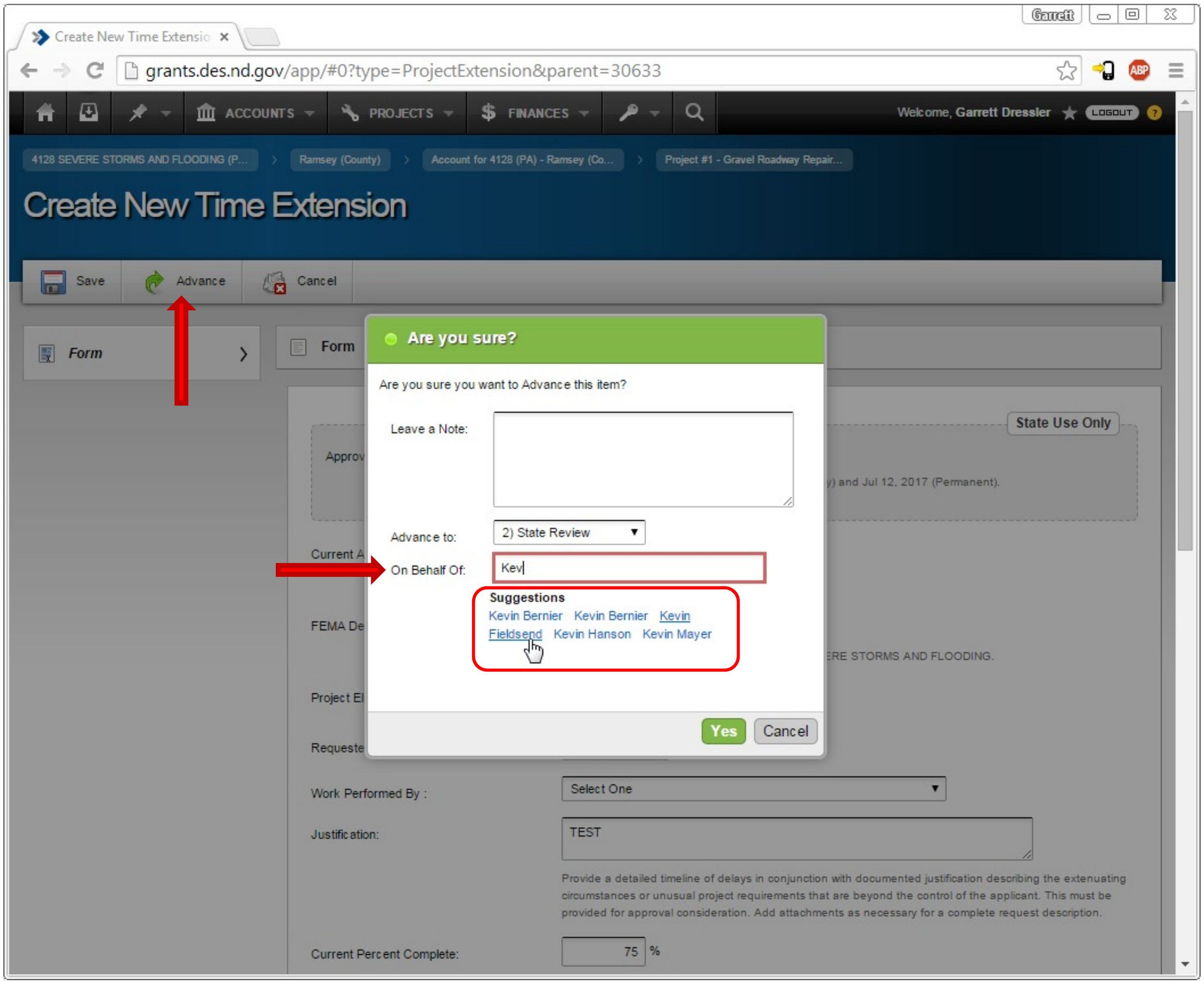
Creating a Time Extension

In the instance where an applicant wishes the Large Projects Closeout (LPC) Lead to fill out a Time Extension Request on behalf of them, the LPC Lead would need to create a Time Extension on their behalf. This guide explains how to do just that.

Navigate to the specific Project page the Time Extension is to be requested. Once there, click the “Create New Request” button on the top left and then select “New Time Extension.”



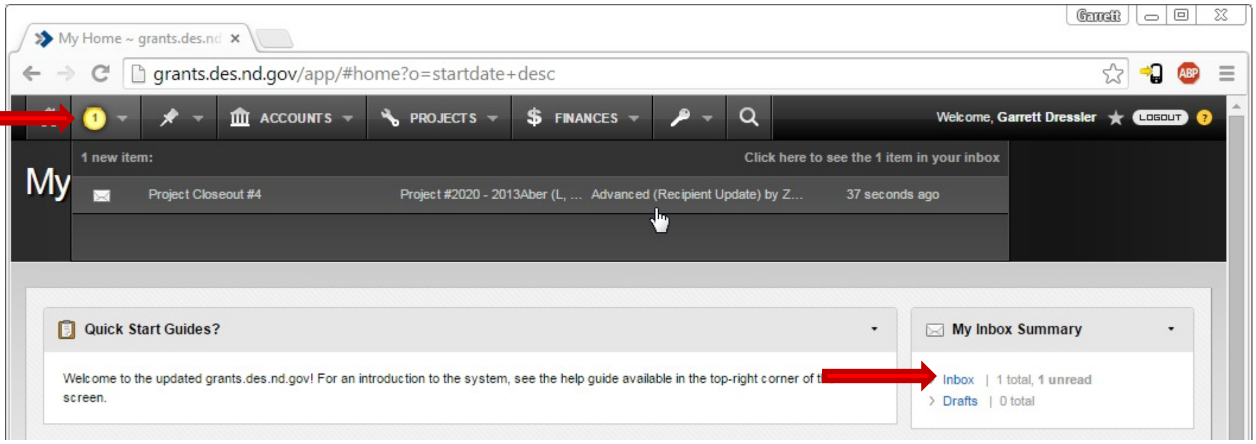
The page will then navigate to the request form. Fill out the fields as complete as possible, based on what information is given by the applicant and click the “Advance” button when completed.



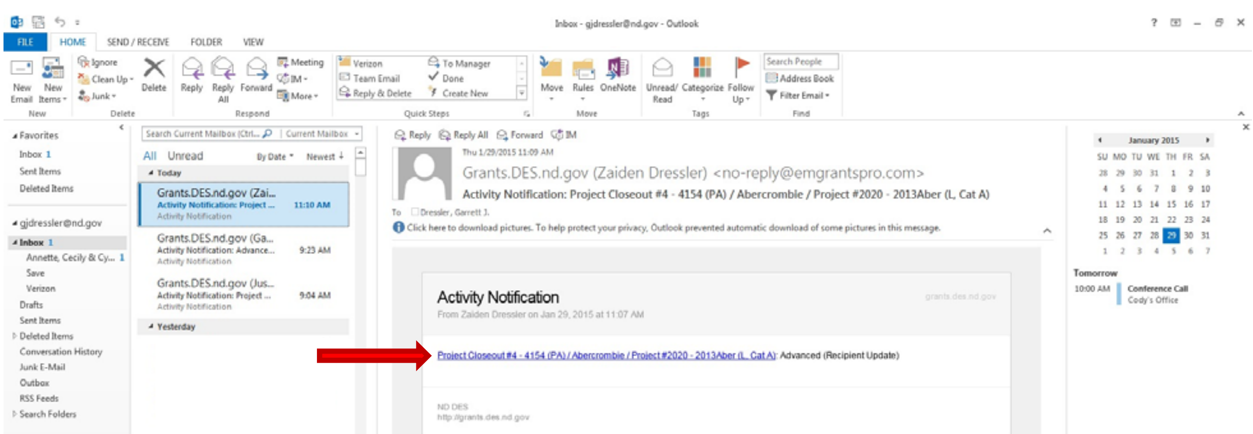
This will bring a pop-up where the LPC Lead can fill in the “On Behalf Of:” for an applicant. Type in the Applicant’s name and select the correct name from below the “Suggestions.” Once the suggested name is selected, the “On Behalf Of:” field should be filled in and greyed out, with an edit link to the right. Once the correct name is entered, click the green “Yes” button.

Completing a Workflow Task

The person assigned to the Workflow step will be notified if they have a Submitted, Advanced or Returned item to them. One may see this by clicking the Inbox notification in the upper left, by clicking "Inbox" under My Inbox Summary or by email notification (if enabled).



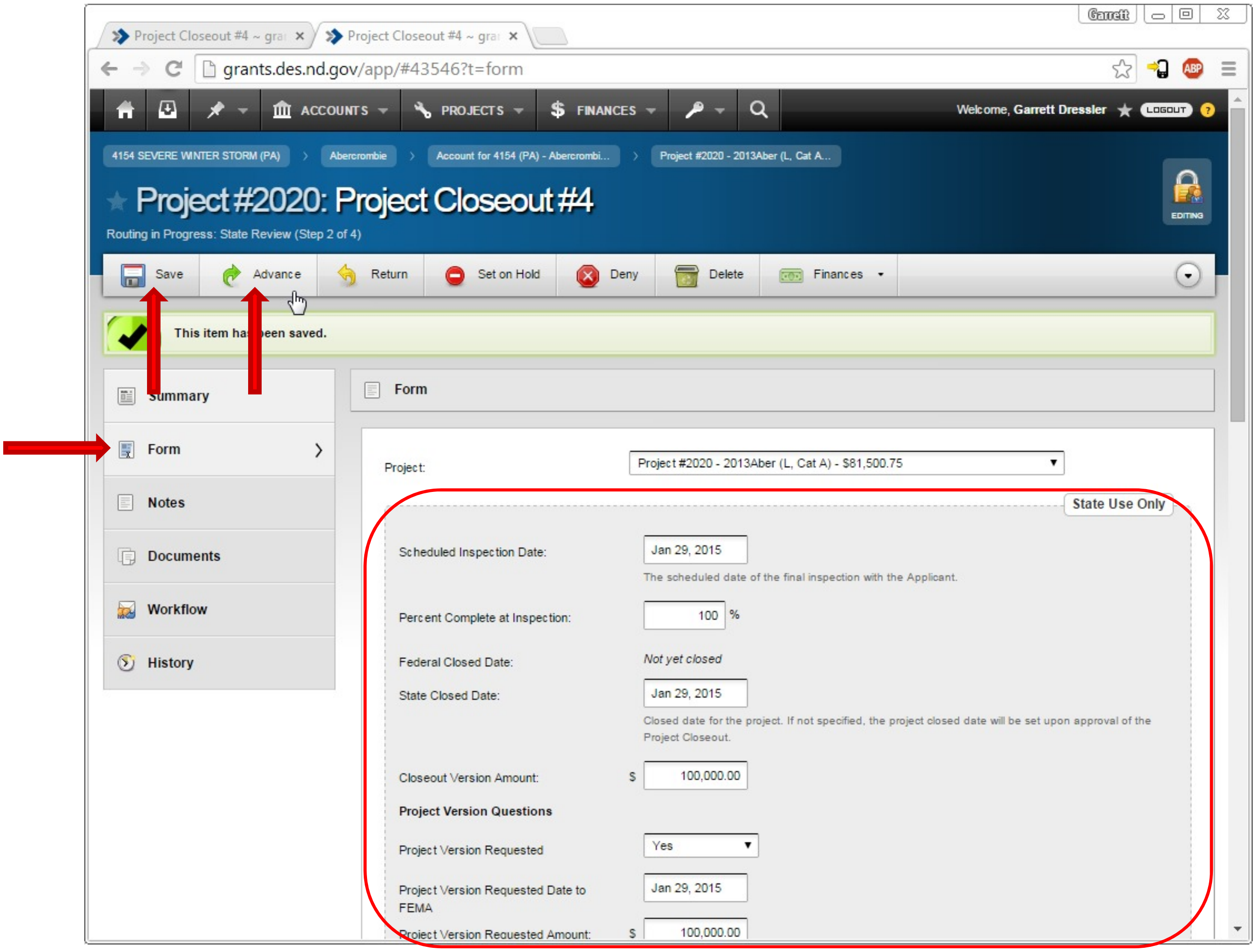
Click the item within the notification, inbox or the link located within the email and it will automatically navigate to the proper page to complete the task; in this example, the Project Closeout page.



NOTE: It is important to note that only the user(s) assigned to the current step in the workflow have the ability to Edit or Delete documents they upload, as well as Advancing/Returning it to the other steps within the workflow.

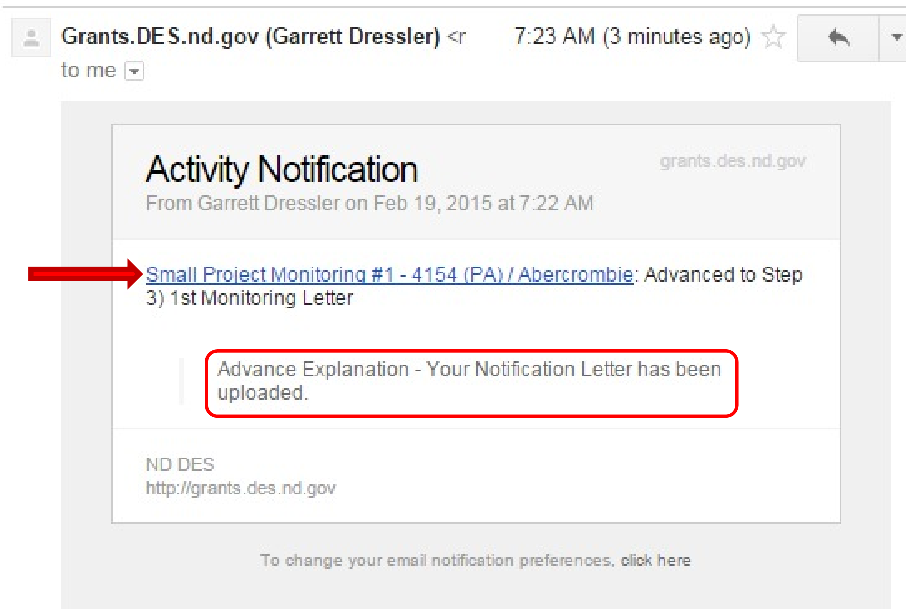
COMPLETING A WORKFLOW TASK

Click the Form tab on the left and fill out the grayed State-Only section, save the progress by clicking the "Save" button and click "Advance" to advance it within the workflow to send it to the LPC Lead. Once the item is advanced, the LPC Lead would be able to update it, Return it back to the Project Specialist or Advance it to FEMA Review.

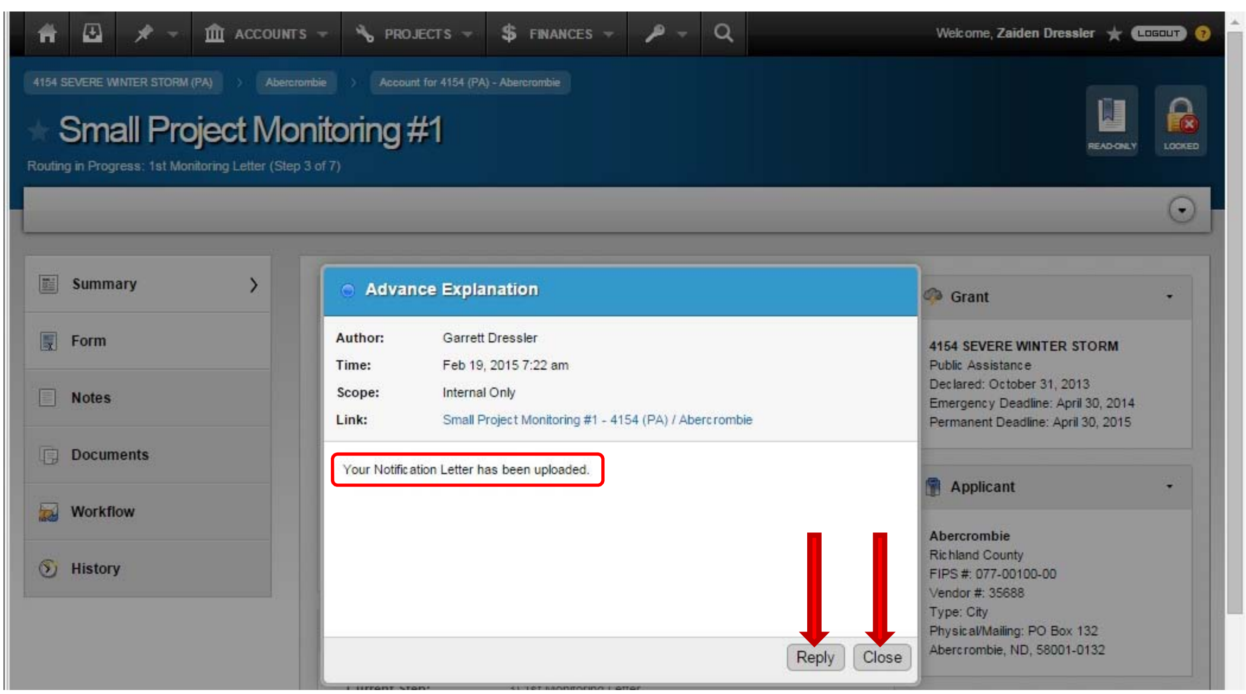


Opening a Letter/Document

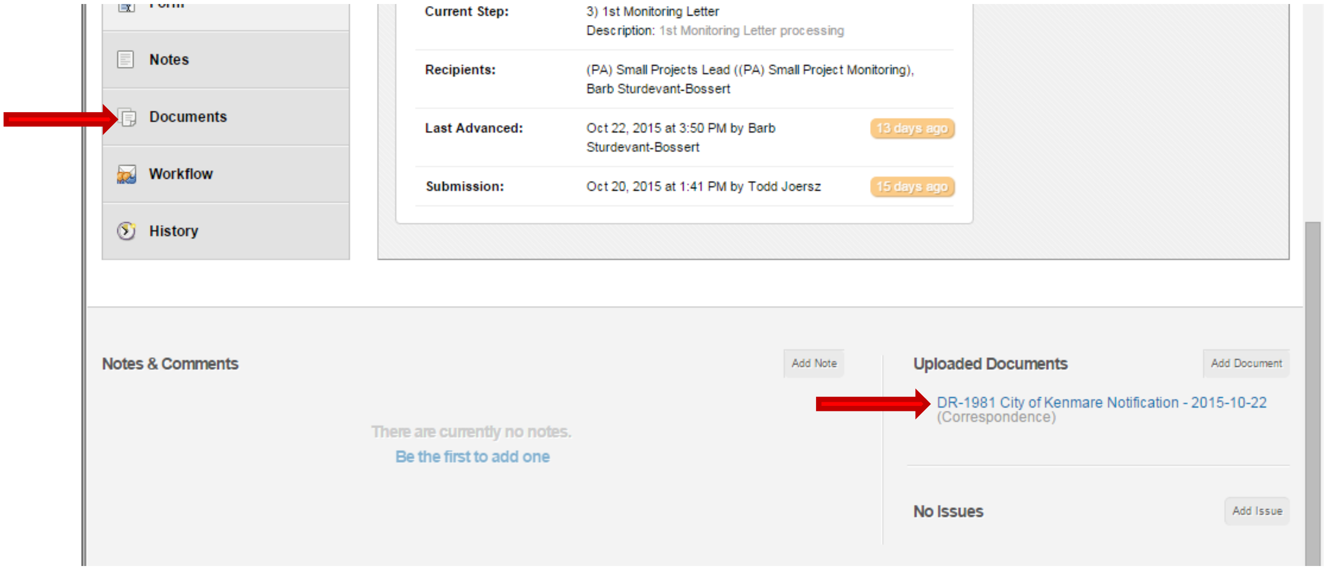
When the notification arrives in one's Inbox and/or email that a task has been completed and a new item has been uploaded, it is the responsibility of the applicant to retrieve that information from the DES Grant software. Do so by clicking the link within the notification/email. Notice, within the notification is the Advanced Explanation of what the item is that has been uploaded to the software.



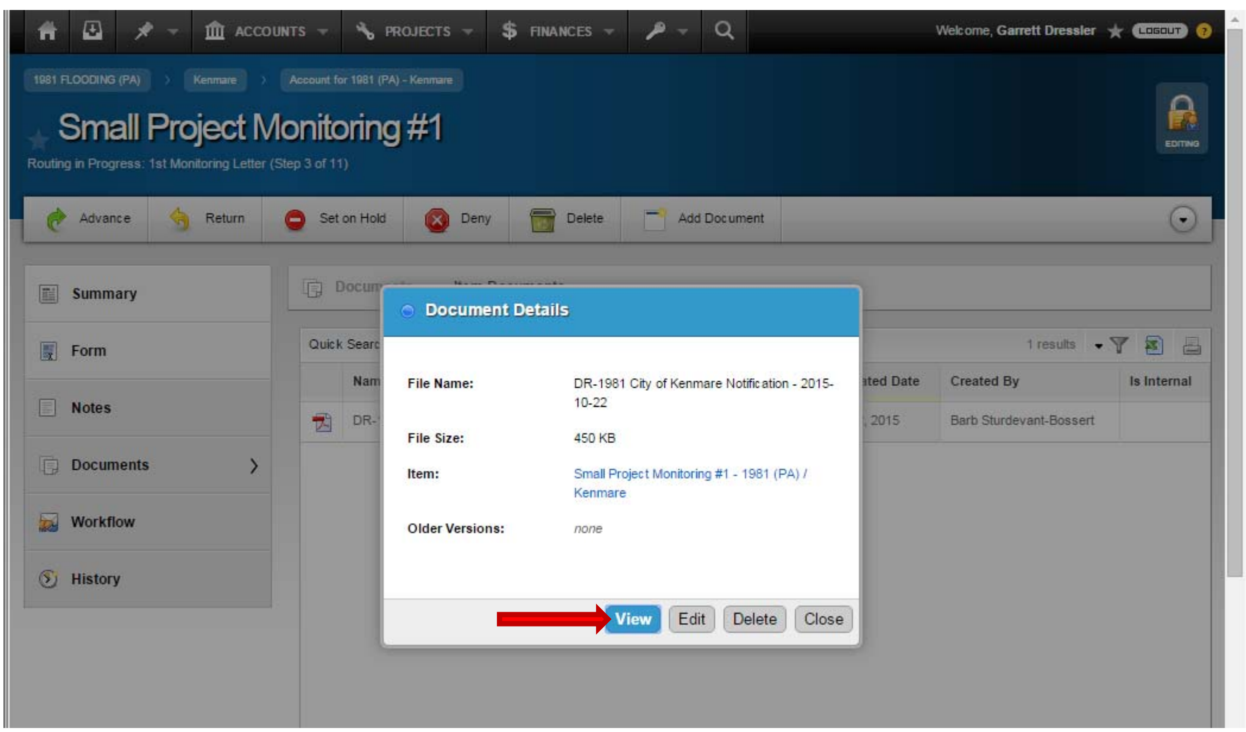
This will direct one's browser to the page of where the document has been attached. The notification will be displayed on a pop-up. The user has the choice to either close or reply to this.



Once the window has been closed, scroll to the bottom of the page to fetch the uploaded document, in this case it would be a Small Project Monitoring Notification Letter. Simply click the blue hyperlink to download the document.

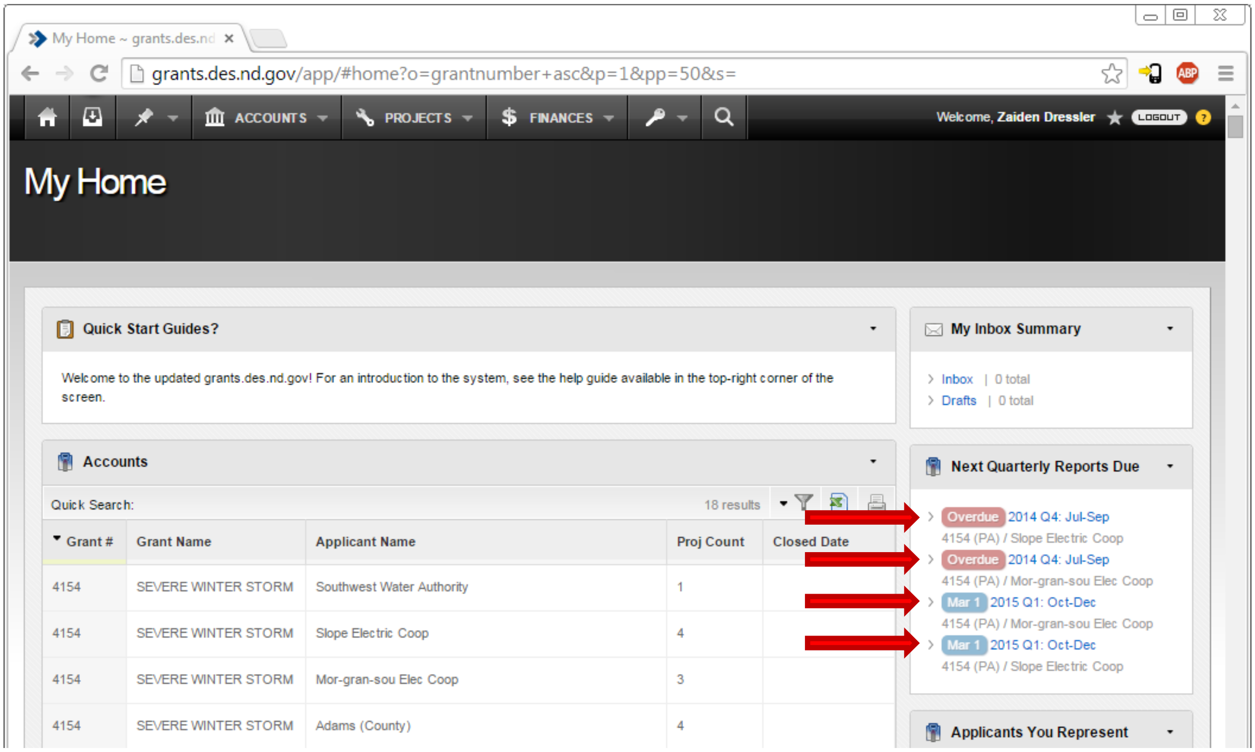


If the document is not shown as above, click the "Documents" tab on the left to bring a list of all the uploaded documents for the current page. To view/open a document from the "Documents" page, simply click the document you want and select "View." This action will download the document.

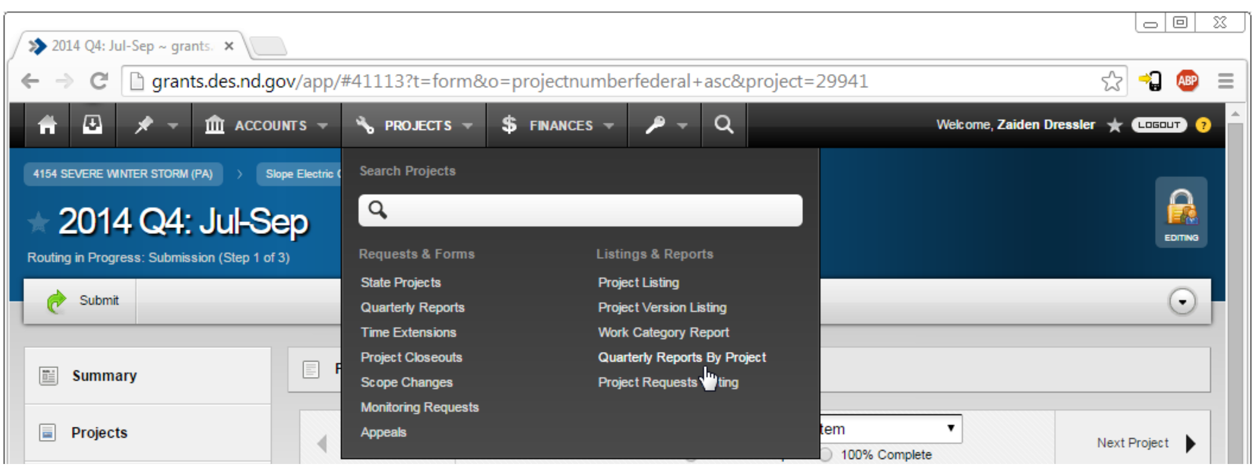


Submitting a Quarterly Report

To submit information in order for the system to generate a quarterly report, navigate to the Home page and under the “Next Quarterly Reports Due,” click the desired report to work on.



To view submitted Quarterly Reports, click the “Projects” button on the Menu Bar and select “Quarterly Reports By Project.”

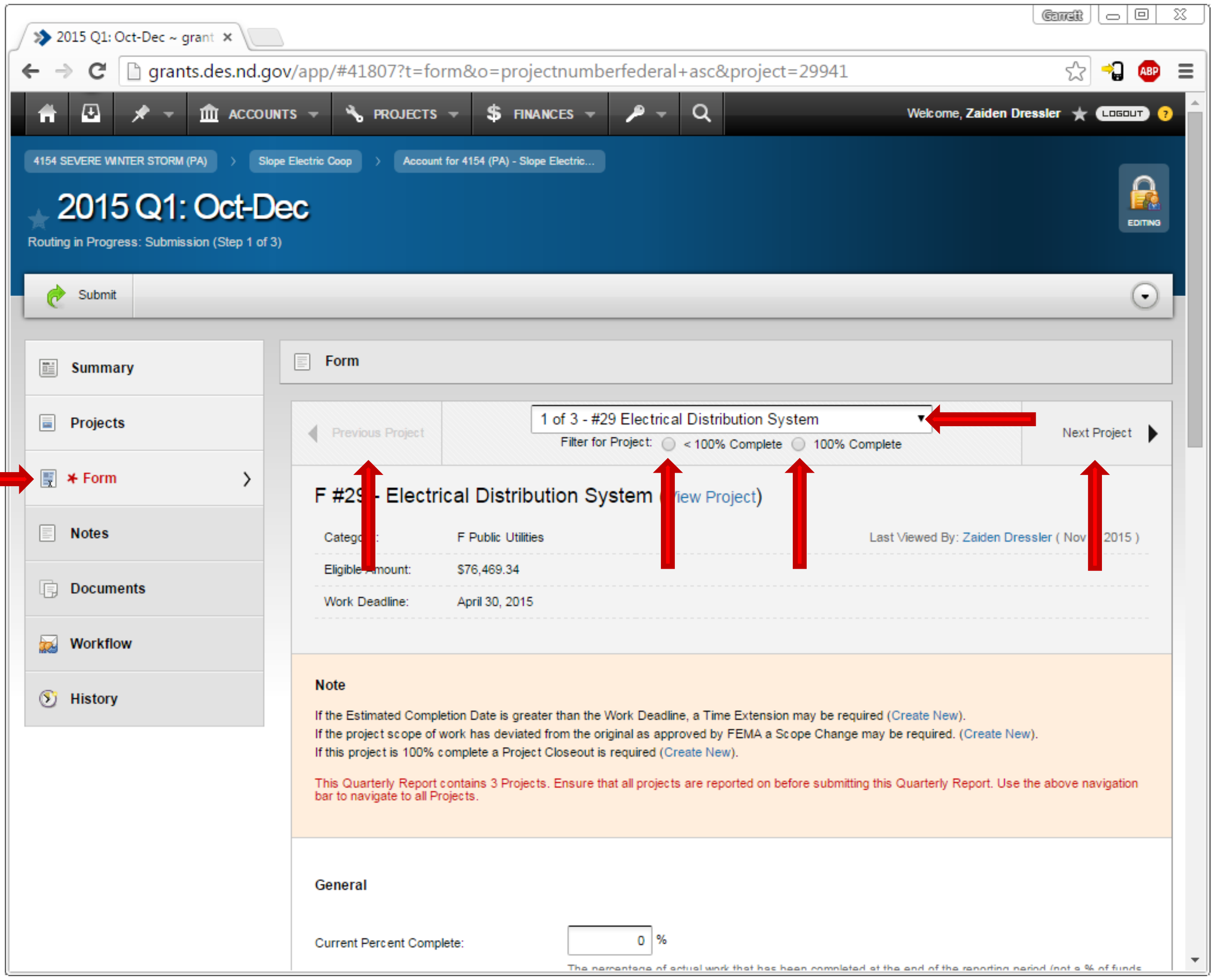


This will list all the Quarterly Reports that have been submitted, what step it is in the Workflow as well as other important information. Like any other list, it may be Quick Searched with a keyword or Filtered to obtain a Query more to one’s liking.

In the list, click the specific quarterly report you wish to update.

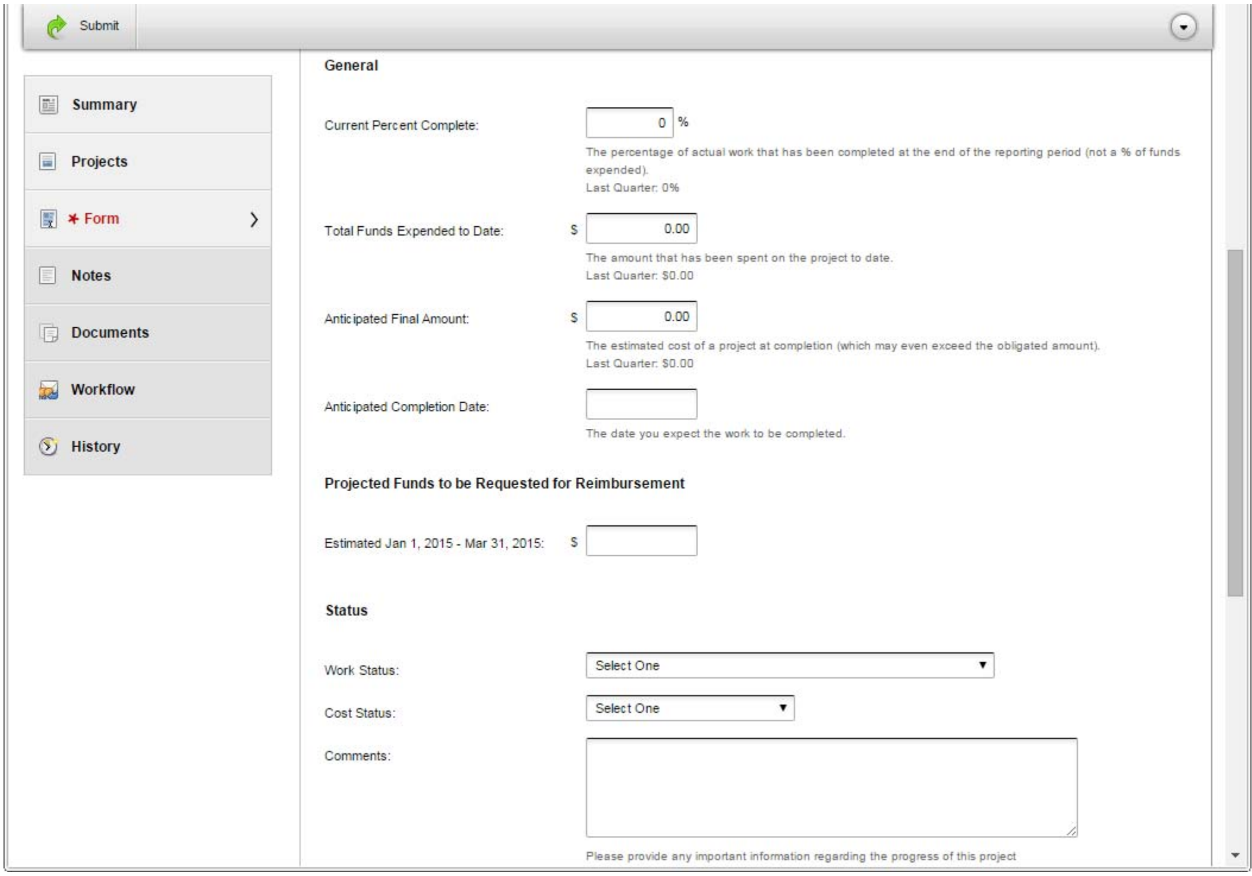
SUBMITTING A QUARTERLY REPORT

Once the page is loaded, click the "Form" tab on the left to start updating and entering in the information. Directly above the form, a user may specify to show only projects that are <100% Complete, 100% complete or use the drop down list to select which projects that require completion. The "Previous Project" or "Next Project" buttons on either side of the drop down menu list will navigate one up or one down the drop down list.

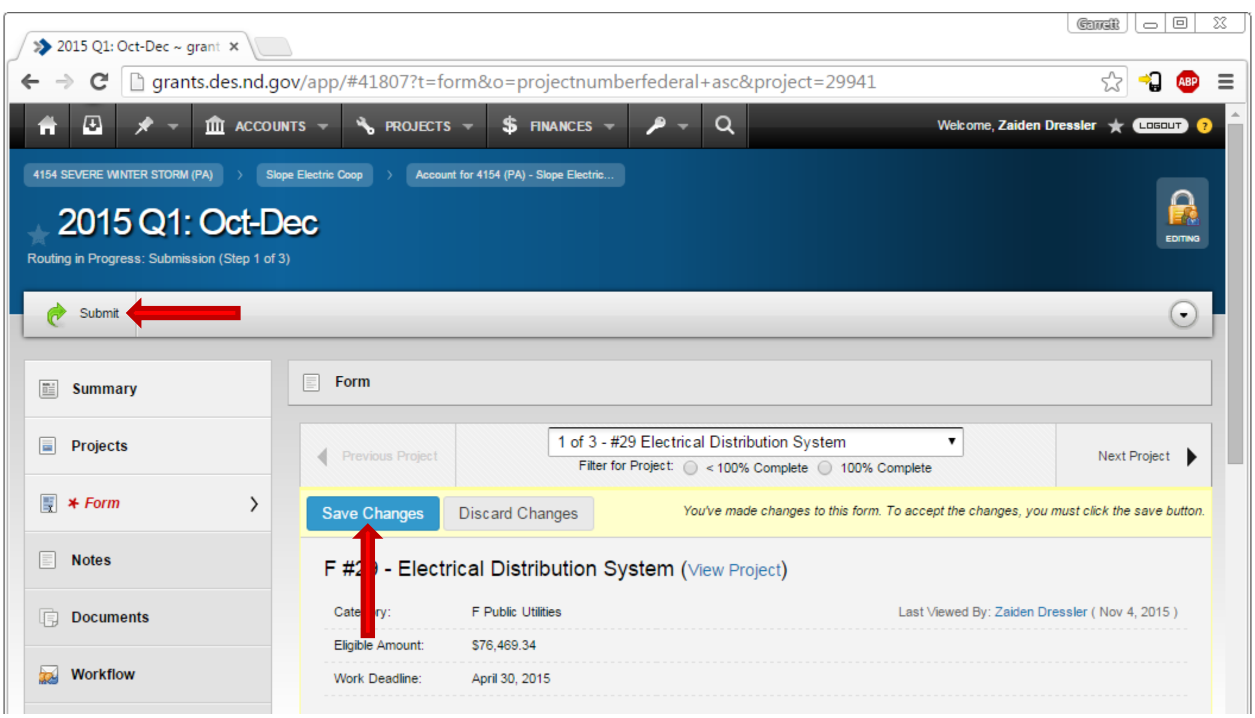


NOTE: Basic information about the PW is displayed on this page, like Category, Eligible Amount and the Work Deadline as its current status.

Fill out the form as completely as possible with as much description to tell the unique situation of the project if there is one.

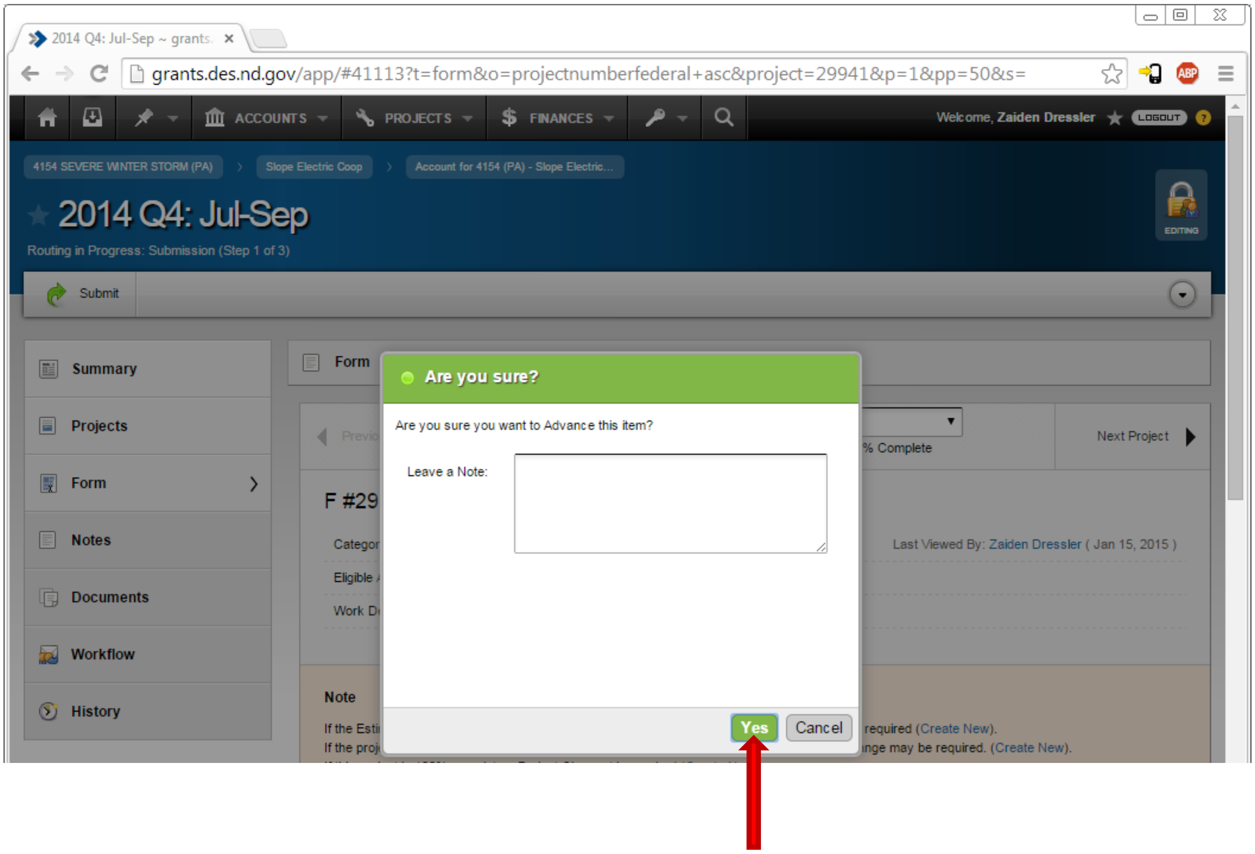


Once a change is made to the form, the “Save Changes” and “Discard Changes” buttons appear. Click the “Save Changes” button to save the progress before switching to another project. When the form is ready to be submitted, click the “Submit” button.



SUBMITTING A QUARTERLY REPORT

Just as in the Submitting a Form section, a pop-up will appear asking confirmation on the submission as well as a field to leave an optional Note. Click "Yes" to complete the submission.



Accounts

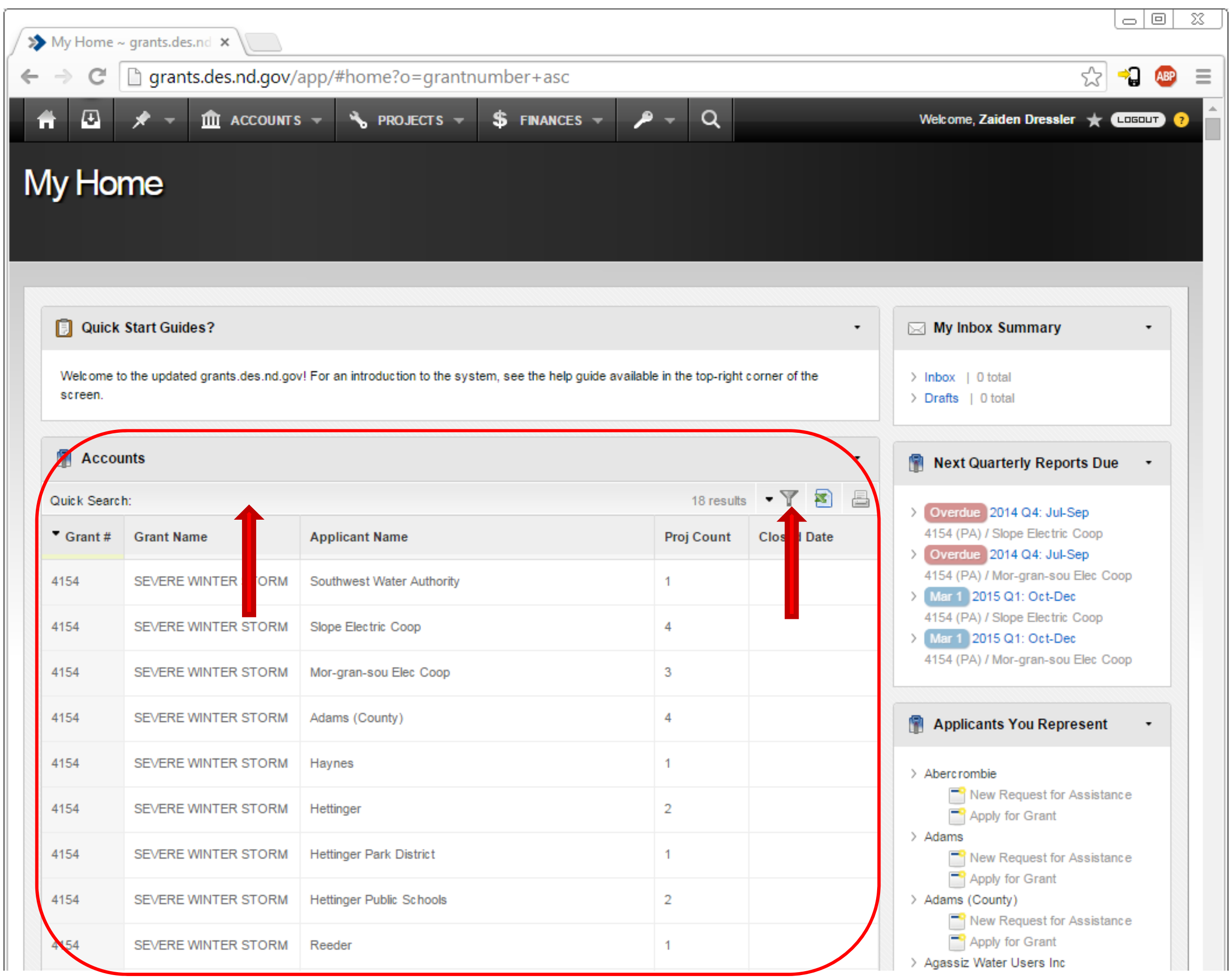
An Account is the account with an Applicant in a specific Disaster. The Applicant may have a Public Assistance (PA) or Hazard Mitigation (HM) Account for each Disaster. Both Applicant and Account pages have a red heading.

In the Account page, one may submit a Request for: Assistance (RFA), Account Closeout, Withdraw of Assistance, an Appeal or Small Project Monitoring.

Finding an Account

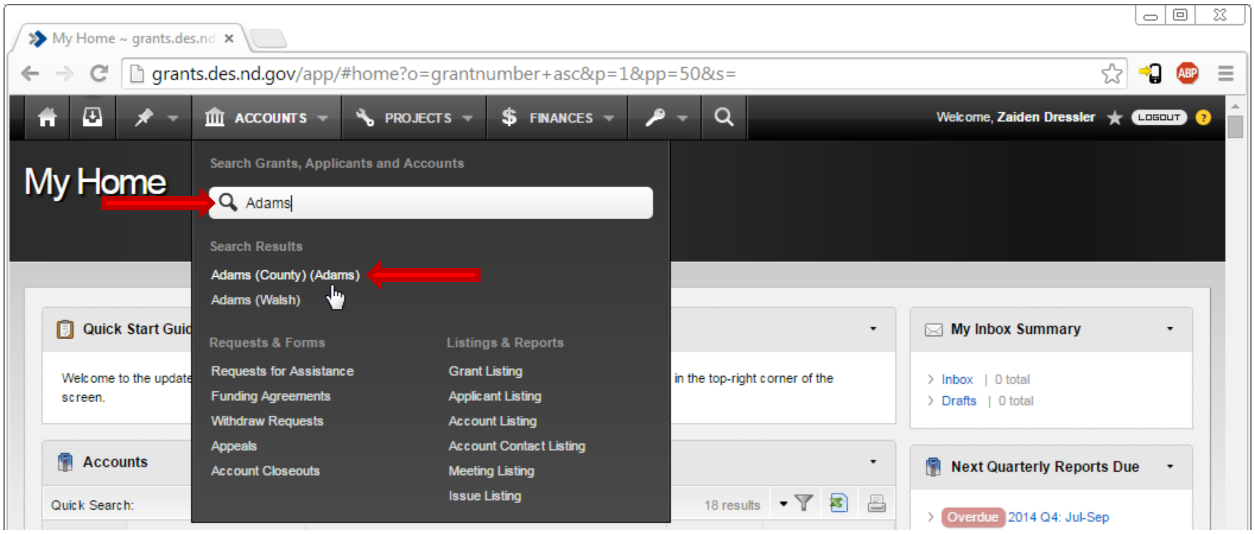
An account can be found in multiple ways.

1. On the Home page, the main list is a list of Accounts assigned to the specific user logged in. By clicking on the line item desired, it will navigate the user to that Account page.

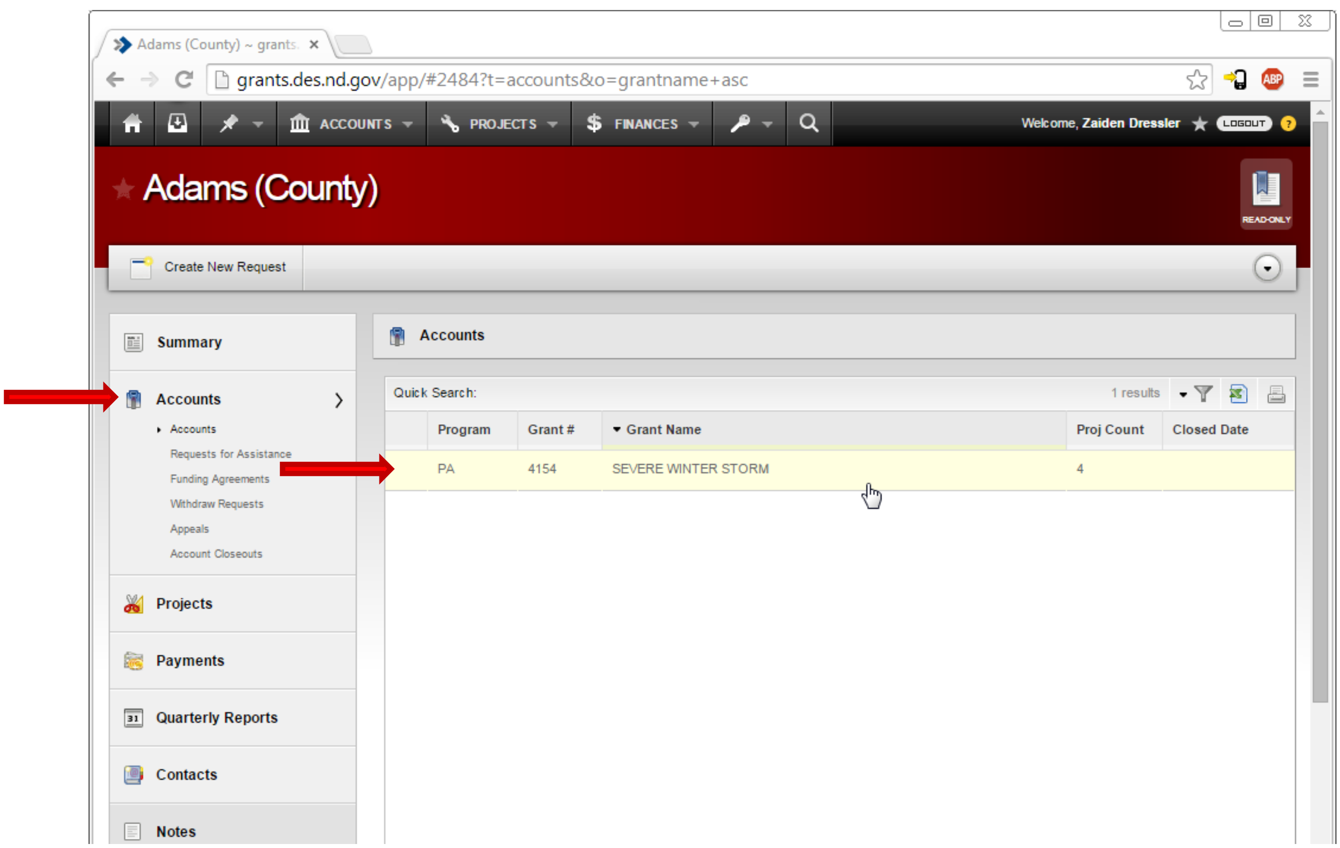


- Using the Quick Search feature, one may quickly search any of the active Accounts for a specific Account. Also, the Filter button to the right will filter the results (see Account/ Project/Finance Query section).

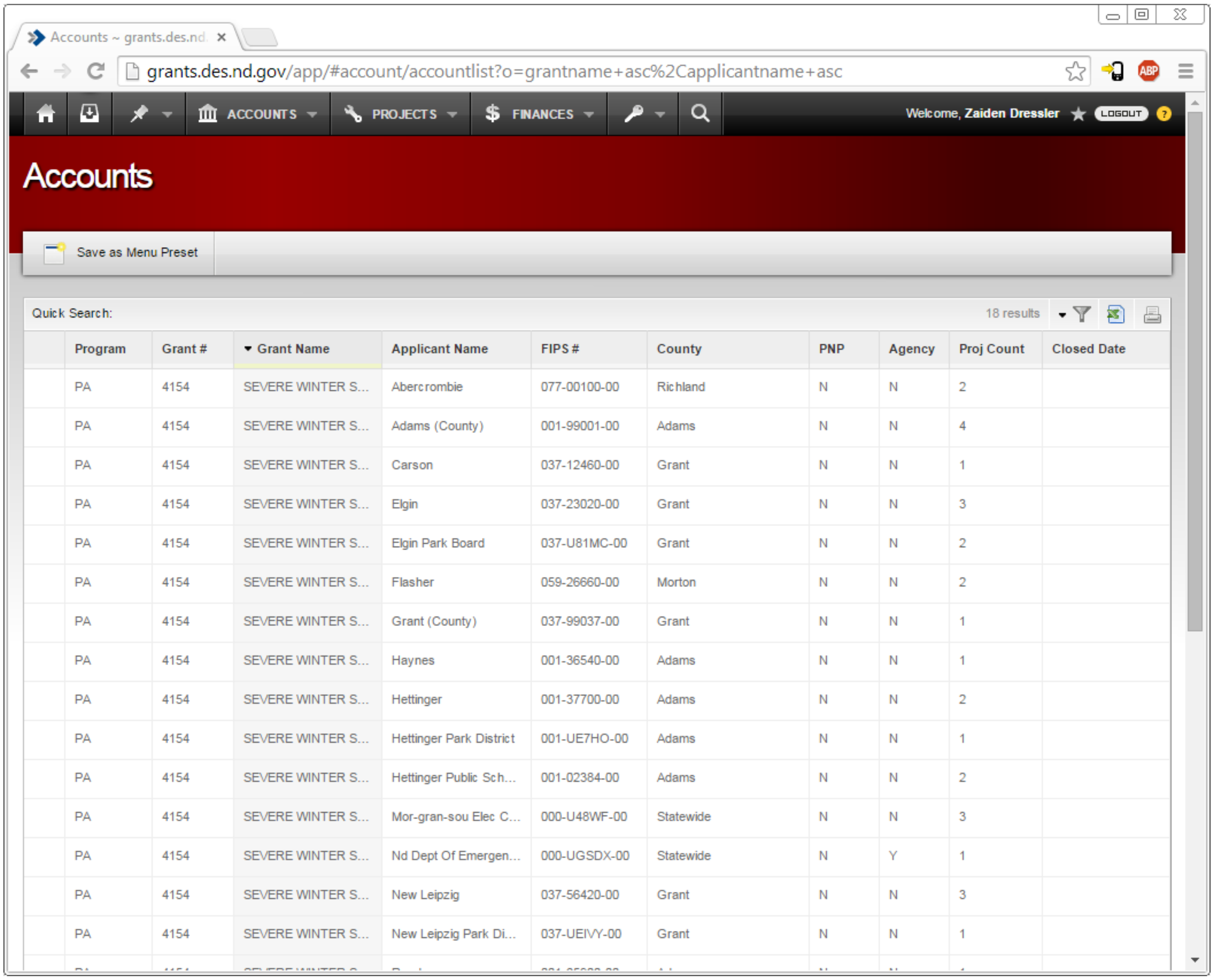
2. On the Home page:
    a. Click the "Accounts" button on the Menu Bar and enter in the Applicant in the Quick Search feature. Specifying the name of an Applicant and clicking it will take the user to the Applicant page.



- To find a list of the Accounts associated with the applicant, navigate to that Applicant page and click the Accounts tab and select the Account desired. This will navigate one to that desired Account.

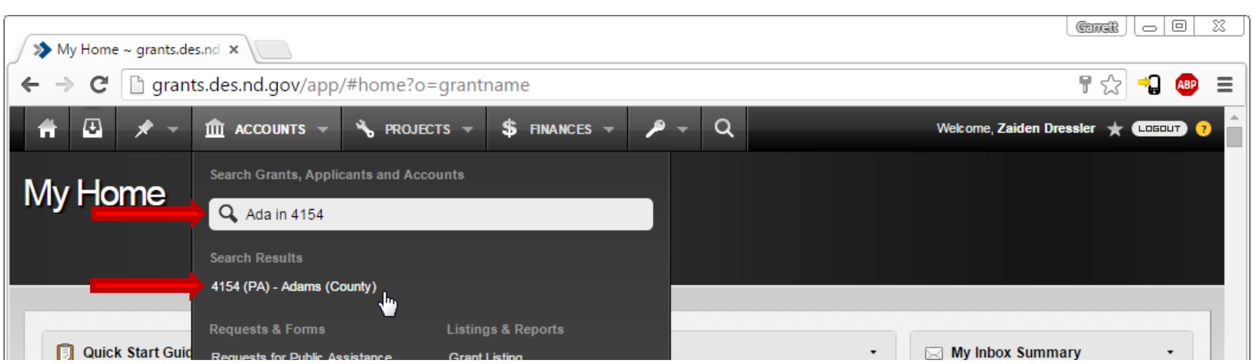


b. Click the “Accounts” button on the Menu Bar and select Account Listing. This will list all of the accessible Accounts for the user. Depending on the Applicant there may be a large listing – if this is the case it may be beneficial to use the Quick Search or Filter options to narrow down the list.

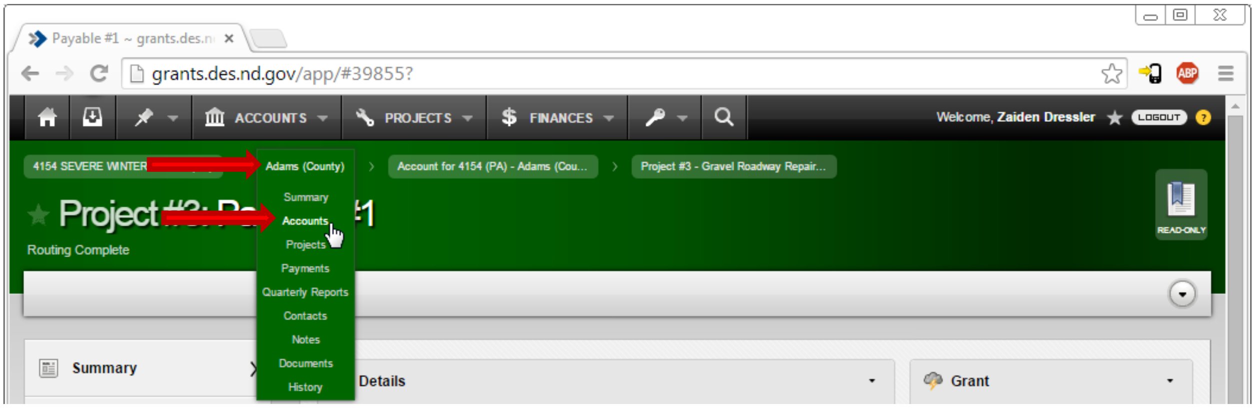


- Select the desired Account and one will be navigated to that page.

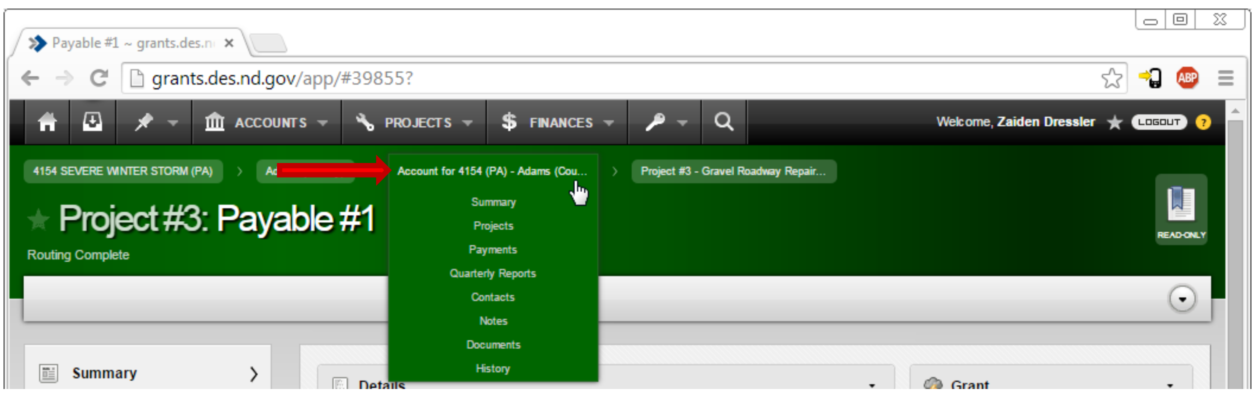
3. Navigate directly to a specific Account by typing part/all of the Applicant’s name followed by “ in [Disaster#]” in the Account field within the Menu Bar and click the corresponding result.



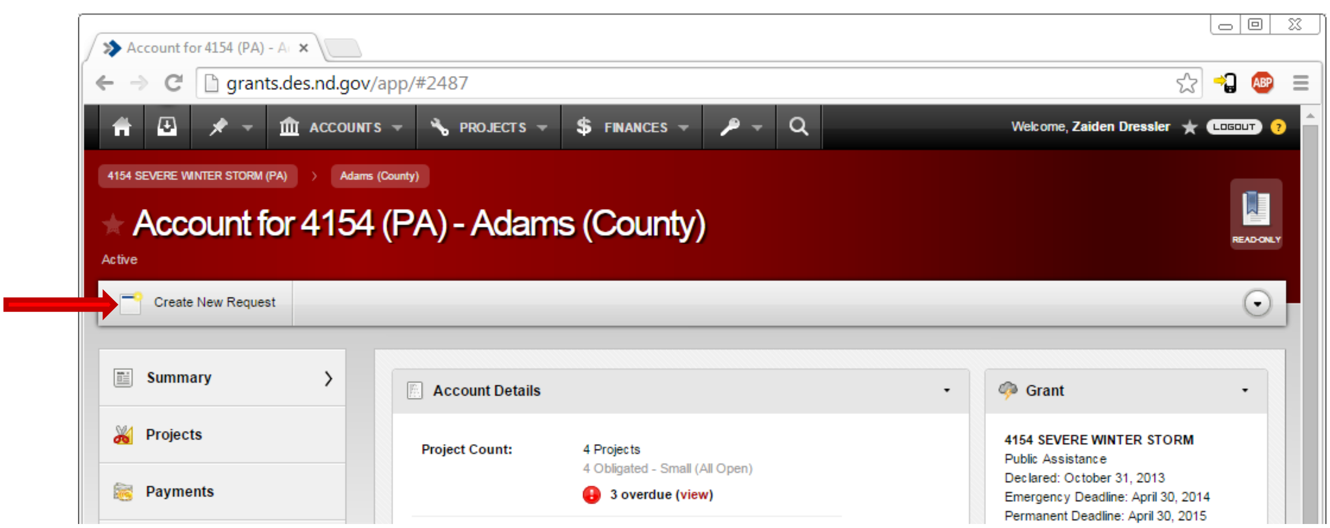
4. When in a project, one can navigate to an Account via the breadcrumb, by either:
   a. Hovering the mouse over the Applicant breadcrumb, select "Accounts" and click the Account in the list one would like (listed are all the accounts for the Applicant).



   b. Click the Account breadcrumb if it is the Account (Applicant and Grant) desired. This will navigate the user directly to that Account page.



When on the desired Account page, to submit a request click the "Create New Request" button and select which request is desired.



PROJECTS

Projects

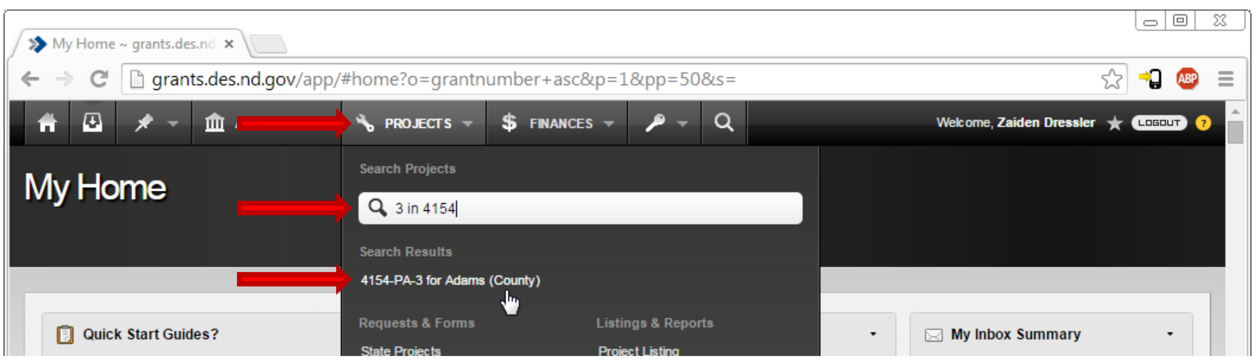
A Project page is a page designated for a specific Project Worksheet (PW) and has a heading colored as blue. One would find all data pertinent to the specific PW on this page as well as action items and at the bottom of the page is uploaded PDF's of the official FEMA Emergency Management Mission Integrated Environment (EMMIE) copy of the PW along with all of its attachments.

On the Project page, one may submit a: Reimbursement Request, Advance Request, Project Closeout, Time Extension, Scope Change or Project Appeal.

Finding a Project

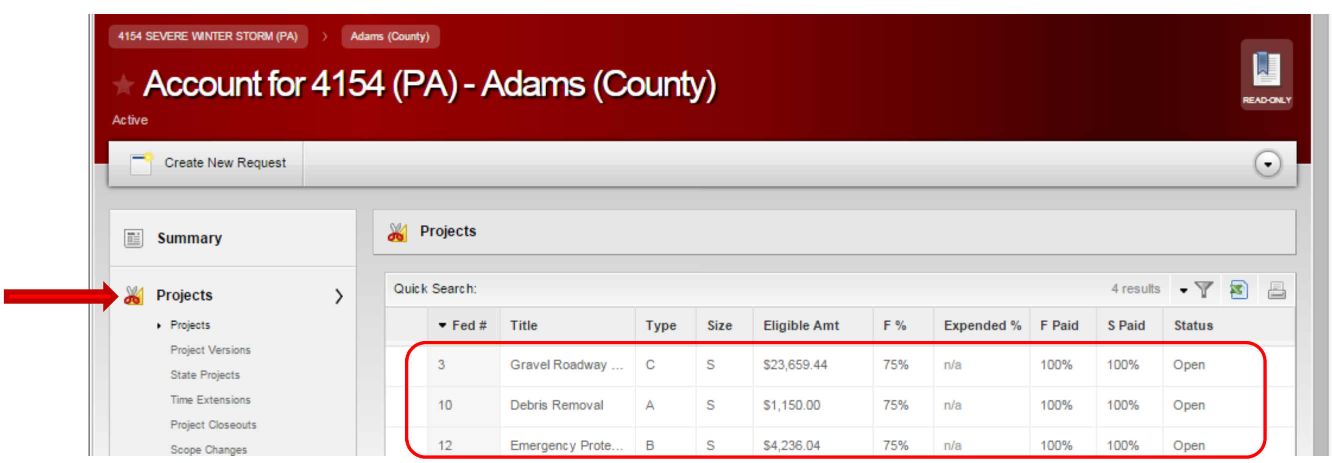
A Project page can be found in multiple ways. The first way is the most efficient way to find a specific PW Project page.

1. On the Home page, click the "Projects" button on the Menu Bar and click in the Quick Search field. Type the following format: [PW#] in [Grant#], and then click the Search Result.
    - o Example: 3 in 4154 (this finds the project page for PW 3 in DR-4154).

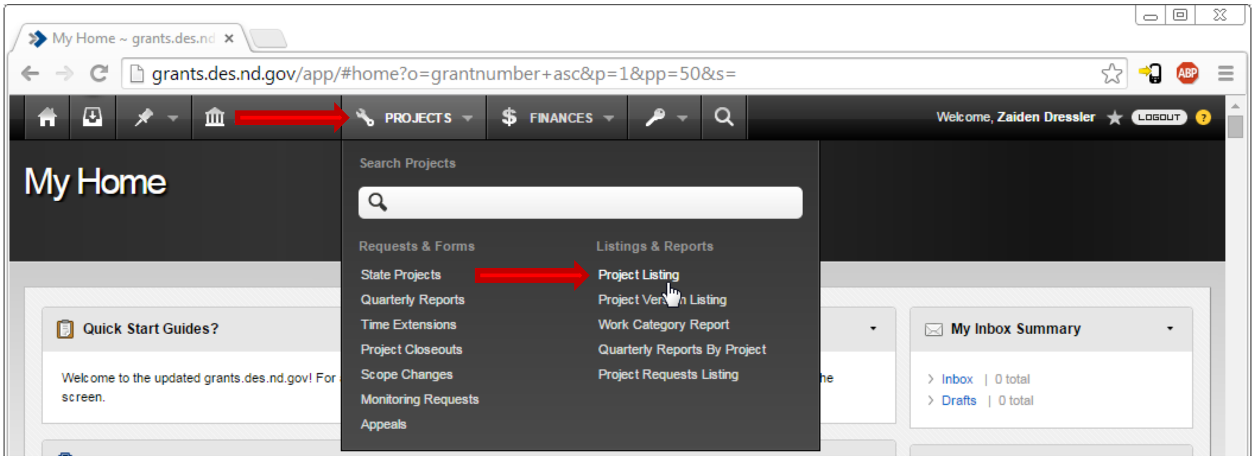


- o Entering in "3" will return every PW named 3 across PA, HM and all disasters.

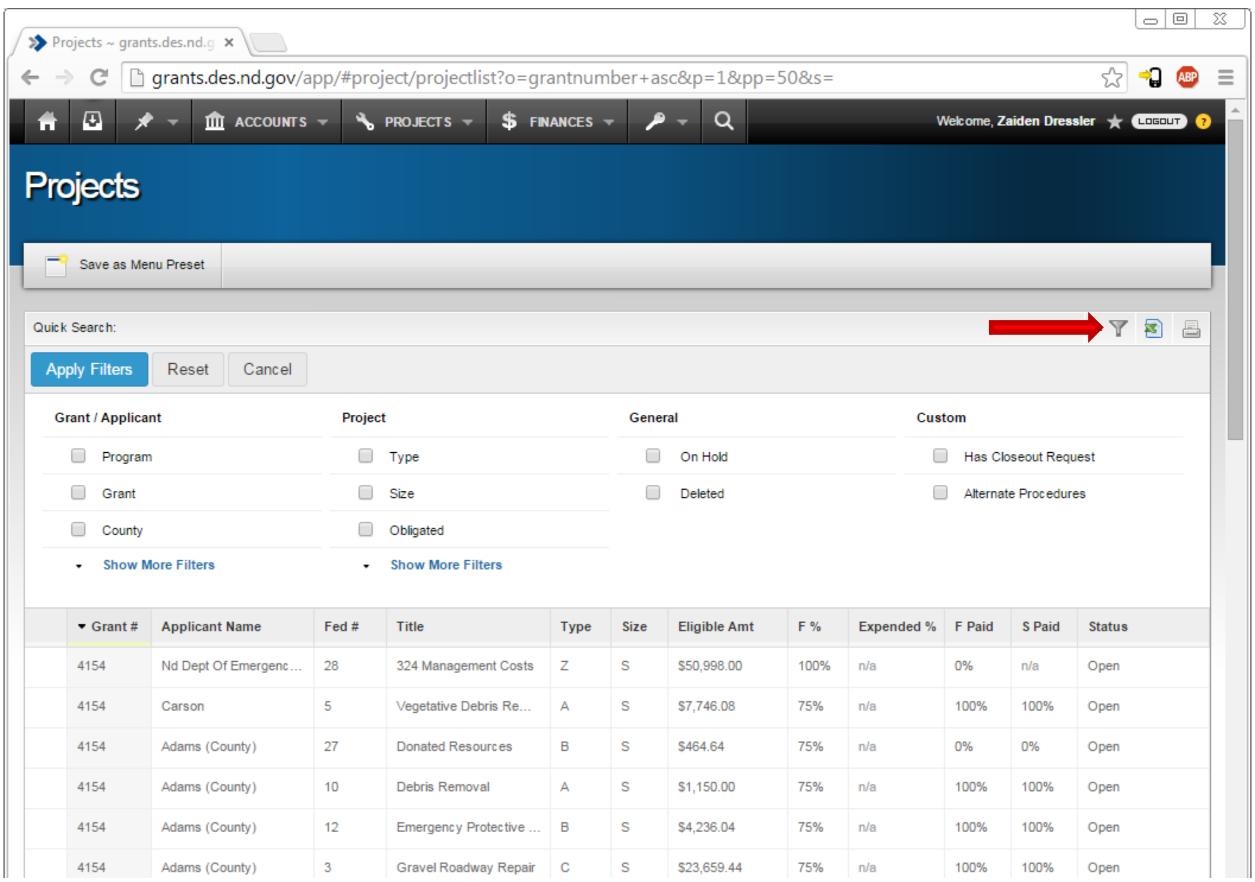
2. Navigate to the Account (see Accounts section), click the Projects tab and then the specific project. One may have to narrow the results of the list with either the Quick Search or Filter.



3. Open the entire Project Listing the user has access to (across all disasters) by clicking the "Projects" button on the Menu Bar and select "Project Listing" under Listings & Reports.

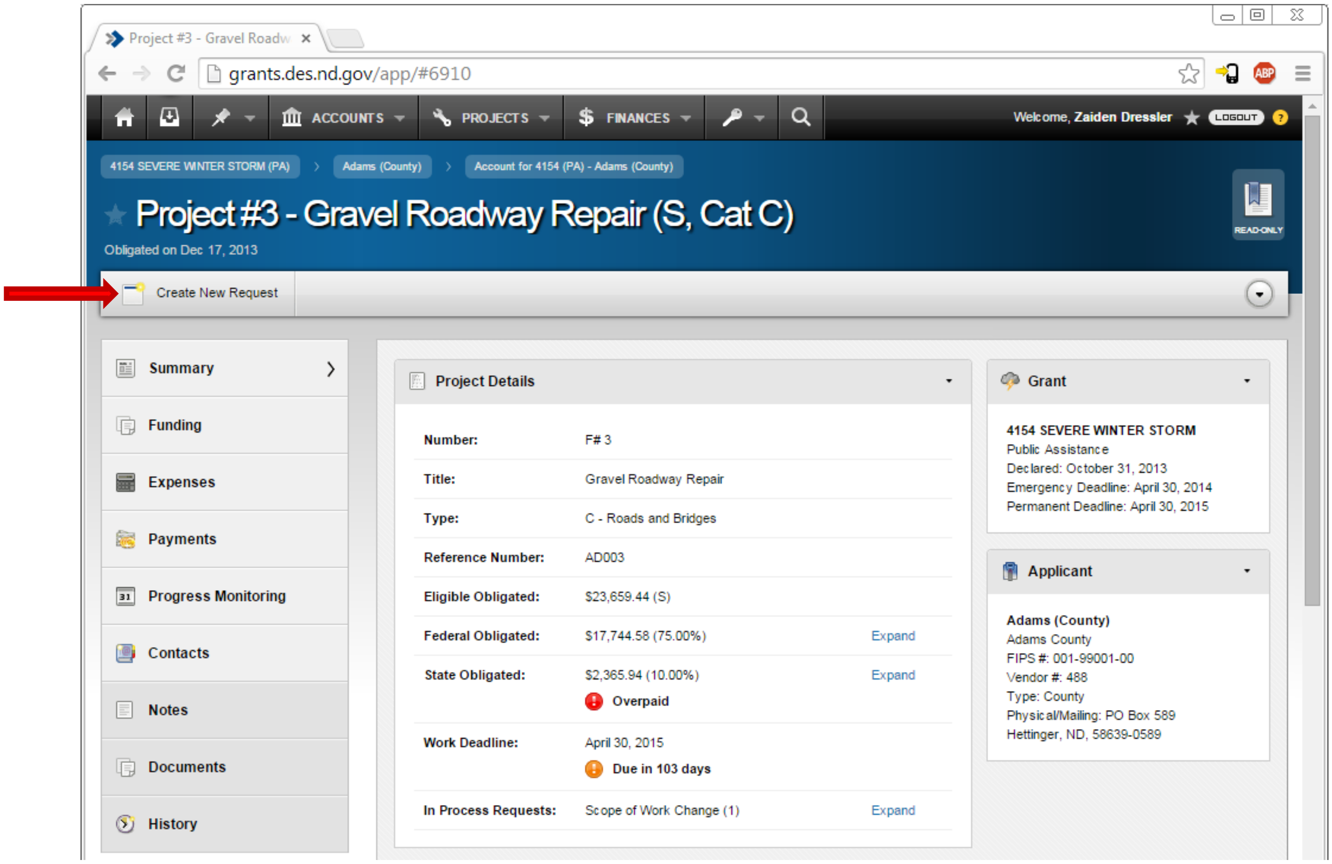


- Next, use the Quick Search or Filter functionality to narrow the results and then click the desired Project to navigate to that page.

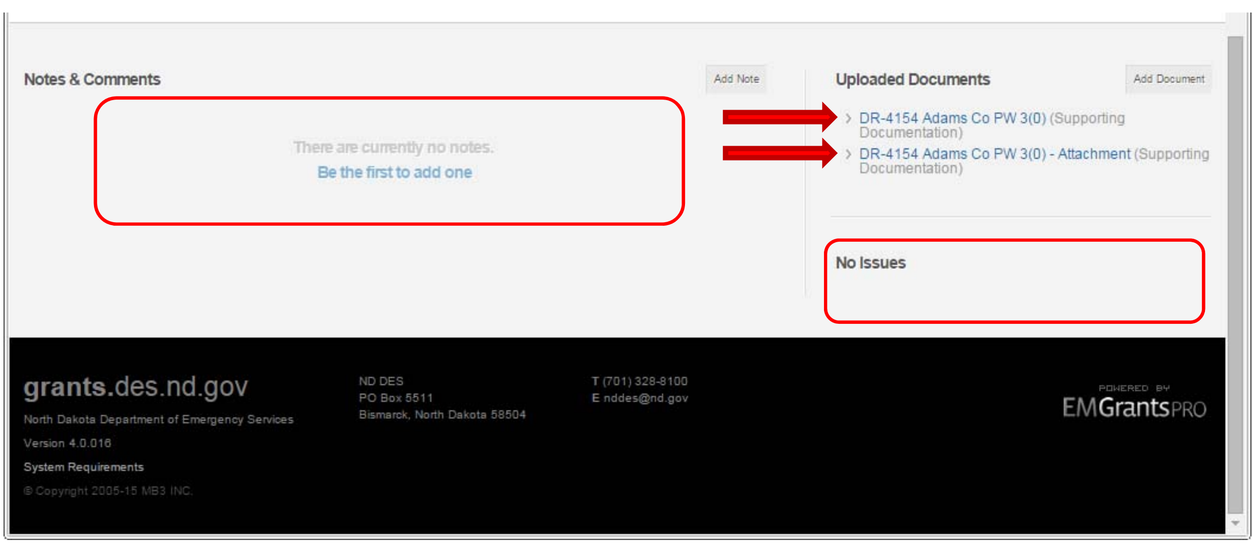


- This is the longest route to get to a specific Project page, but is a nice way to get a custom Project query to one's liking.

When on the desired Project page, to submit a request click the “Create New Request” button and select which request is desired.



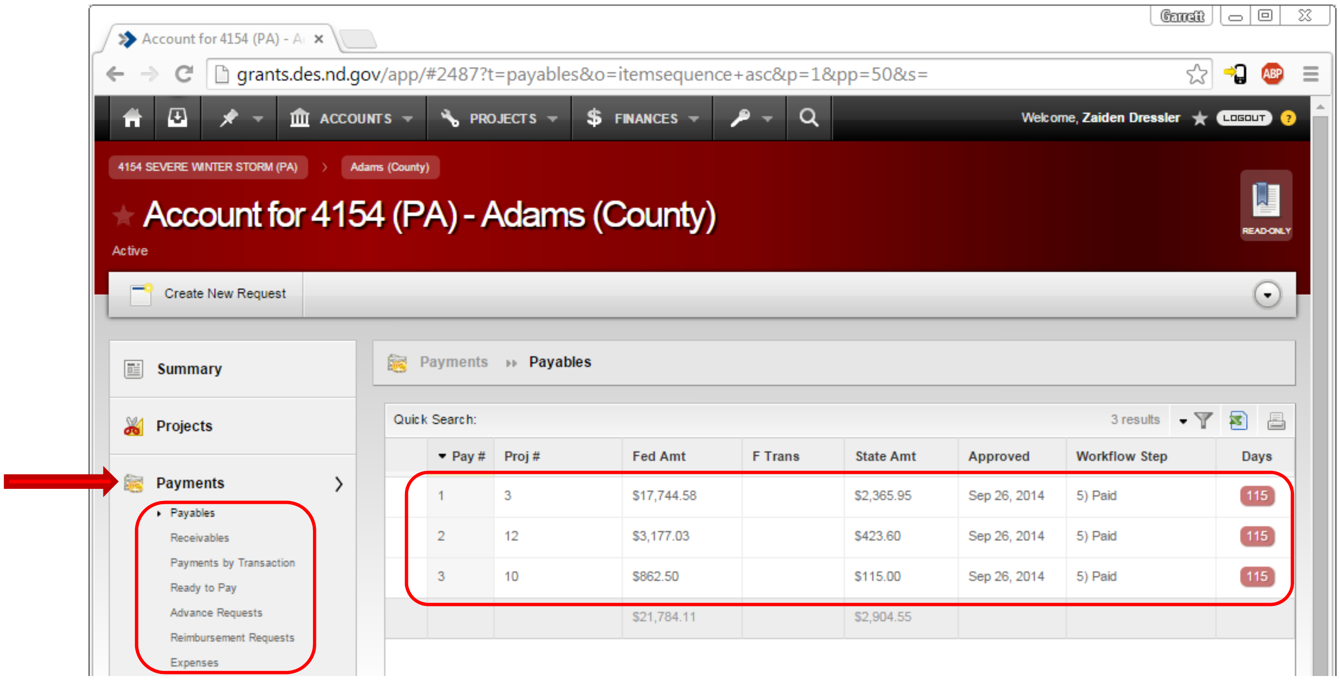
On the bottom of the Project page is where one may download the official EMMIE PW and its attachments, as well as to upload specific documentation/comments and see any issues.



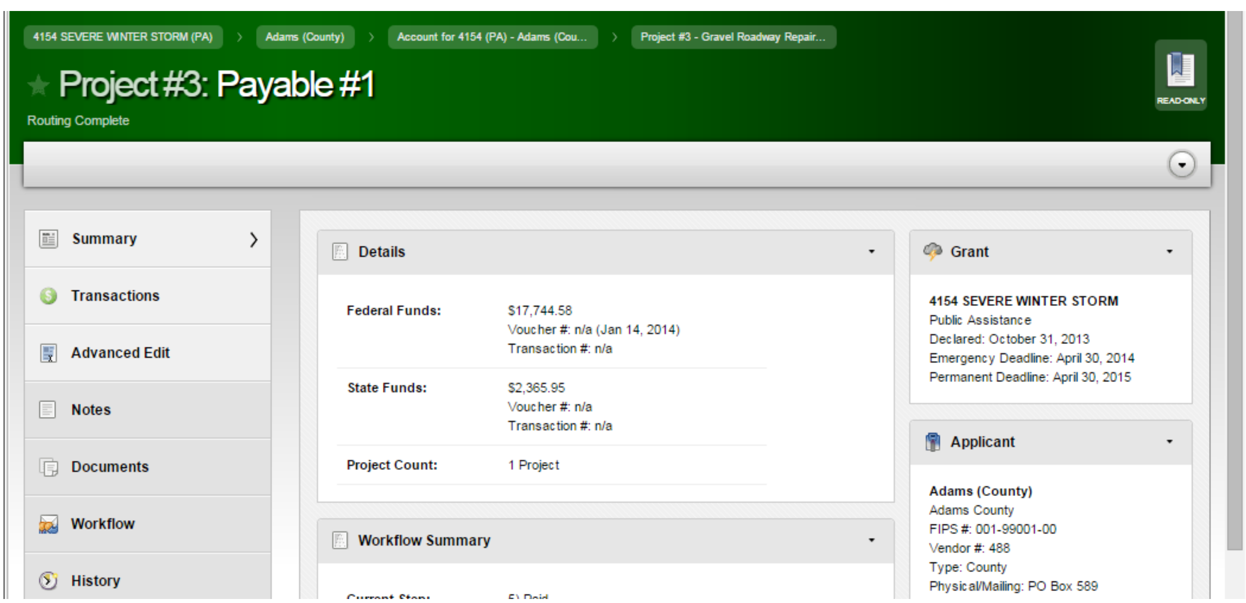
Finances

The Finances section is where one may find Payment-related requests and forms, as well as listings and reports. Finances has a green heading.

To get to an Account's Payments, first navigate to the specific Account, then click the Payments tab. This will give the choice to view the Account's: Payables, Receivables, Payments by Transaction, Ready to Pay, Requests for Advance (RFA's), Requests for Reimbursement (RFR's) or Expenses.



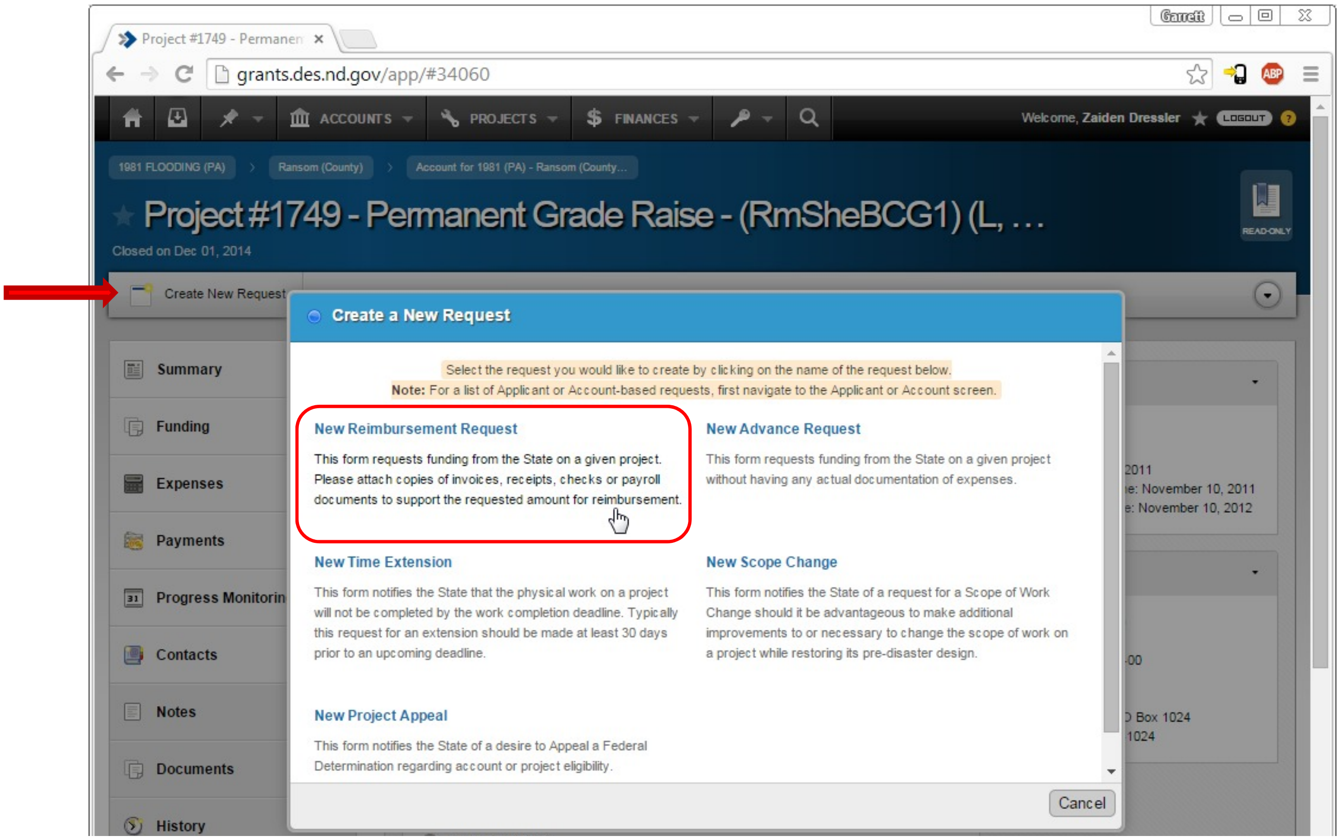
Select the desired route and click the item on the list to navigate to the page associated with that specific Finance item. From there, one can see the details, manage it, see transactions, upload documents and make notes/comments.



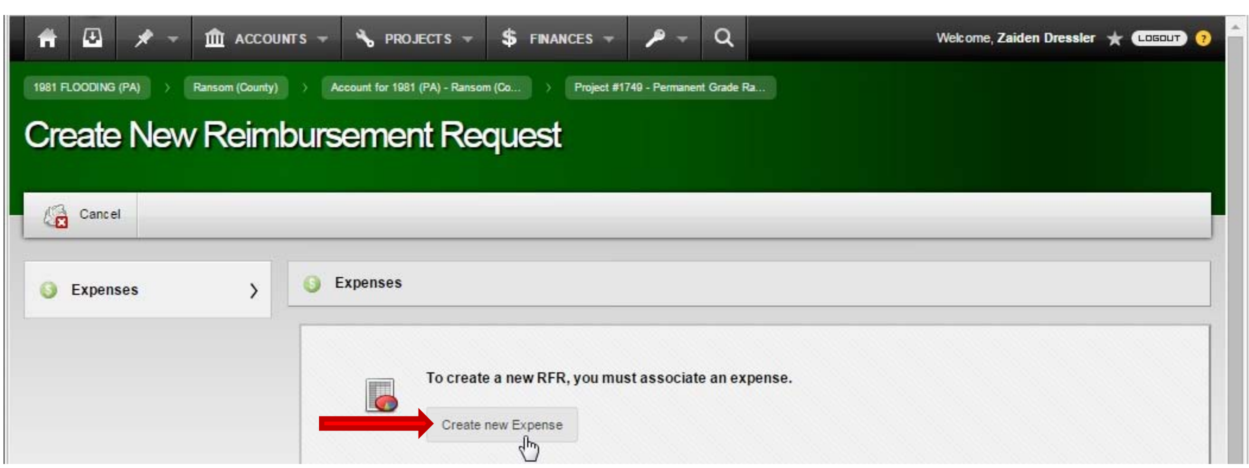
Creating a Reimbursement Request

This form requests funding from the State on a given project. Please attach copies of invoices, receipts, checks or payroll documents to support the requested amount for reimbursement.

1. Once on the Project Screen you wish to make the reimbursement request, click on the “Create New Request” button located on the Actions Bar, then click on the “New Reimbursement Request” link which will open a new draft request.



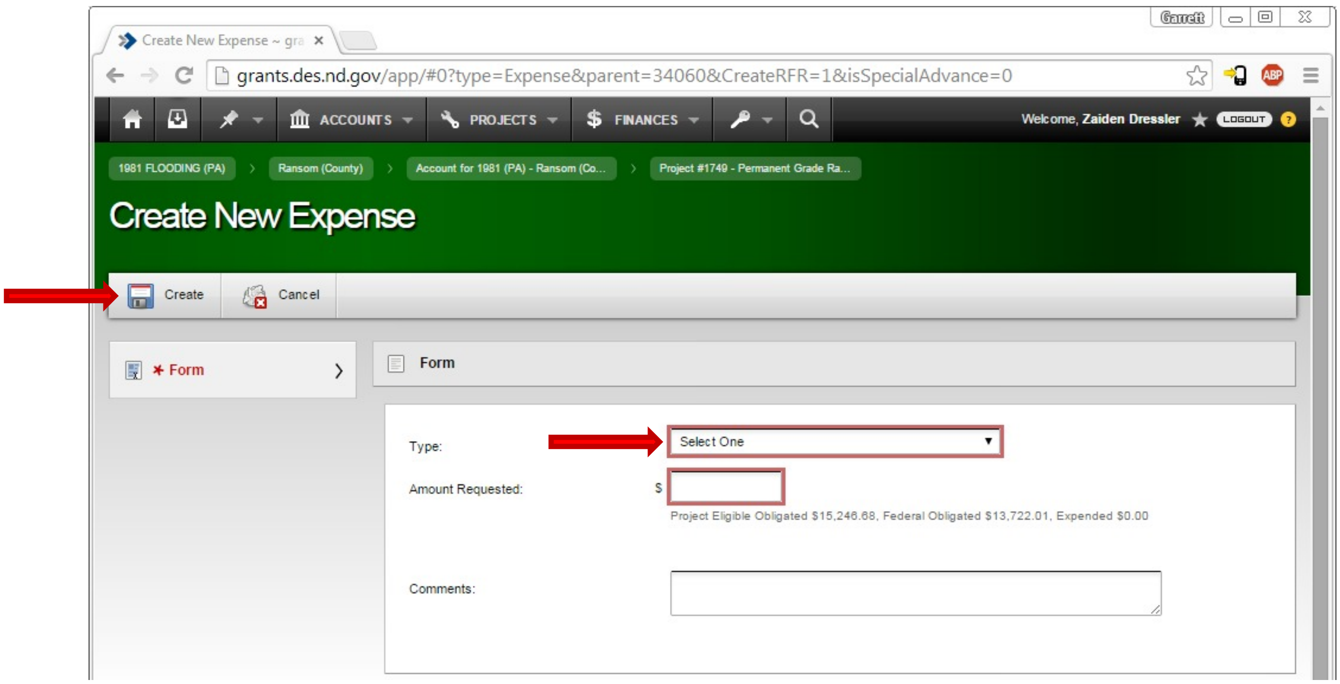
2. A Reimbursement Request can have multiple expenses linked to it, which can be done by either by clicking on the “Create New Expense” button to create a new expense, or by linking an existing unlinked expense by clicking on Link Unlinked Expense



CREATING A REIMBURSEMENT REQUEST

If linking unlinked expenses, click on the Link Existing button, then select at least one, or multiple by holding the Ctrl button. Once all expenses to be linked has been selected, click on the Link button. NOTE: The Link Existing button will only show if at least one unlinked expense is available on the Project for which the Reimbursement Request is being created.

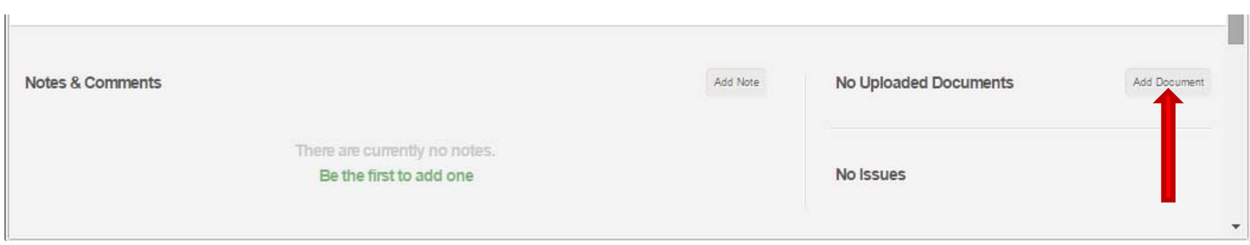
3. Fill out the form by selecting a Type of expense from the drop down menu and a list of fields will appear. Fill out all fields pertaining to this type of expense (red fields are required fields) and click the “Create” button on the Action bar.



4. After the expense has been created, upload all supporting documents pertaining to this expense. To upload, scroll to the bottom and click the “Add Documents” button. Select the document type with the dropdown menu and give your document a name, with the following convention:

DR-#### Applicant PW # (Description) - yyyy-m-d

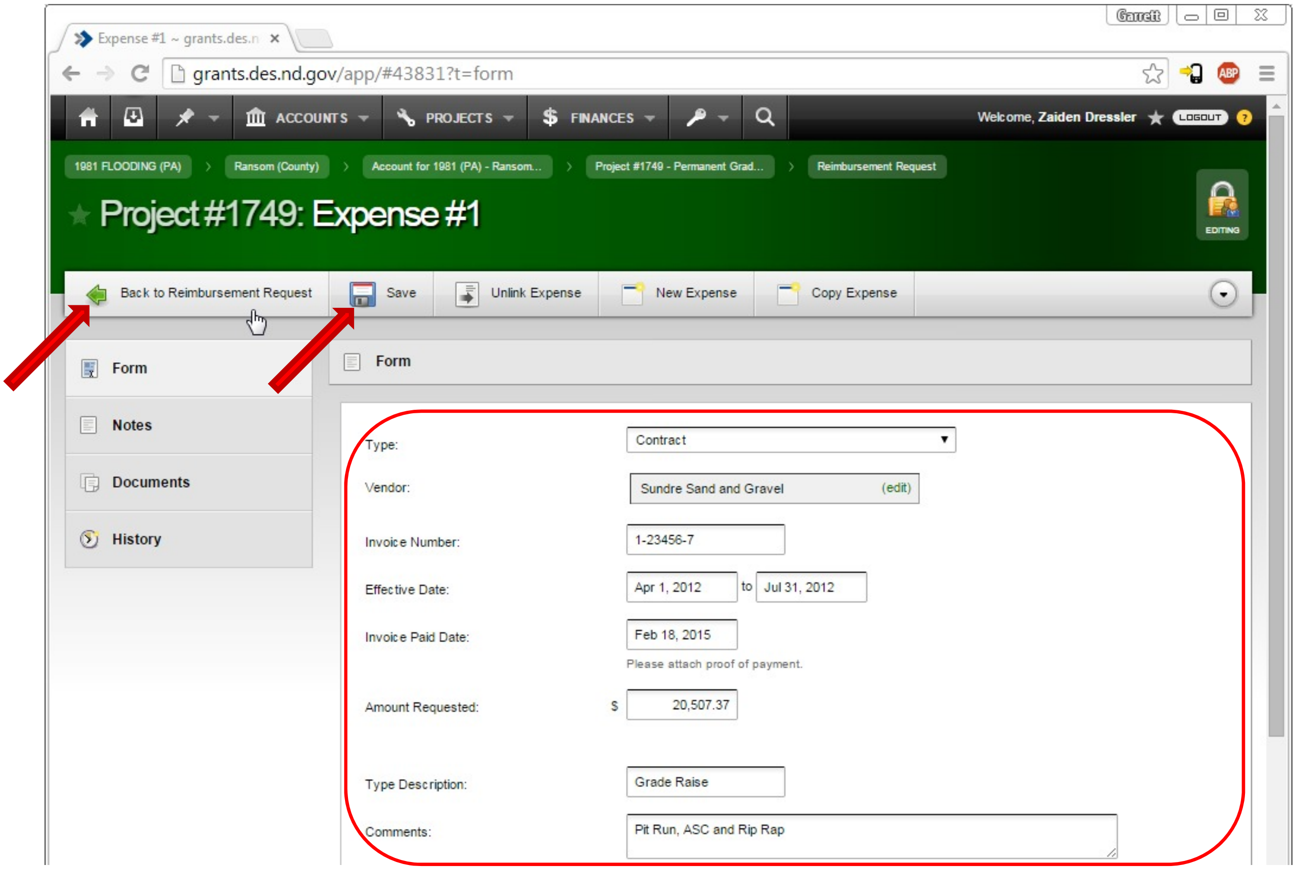
Example: **DR-1981 Ransom Co PW 1749 Invoice 123456-7A - 2015-8-19**



NOTE: See page 1 for full list of naming standards.

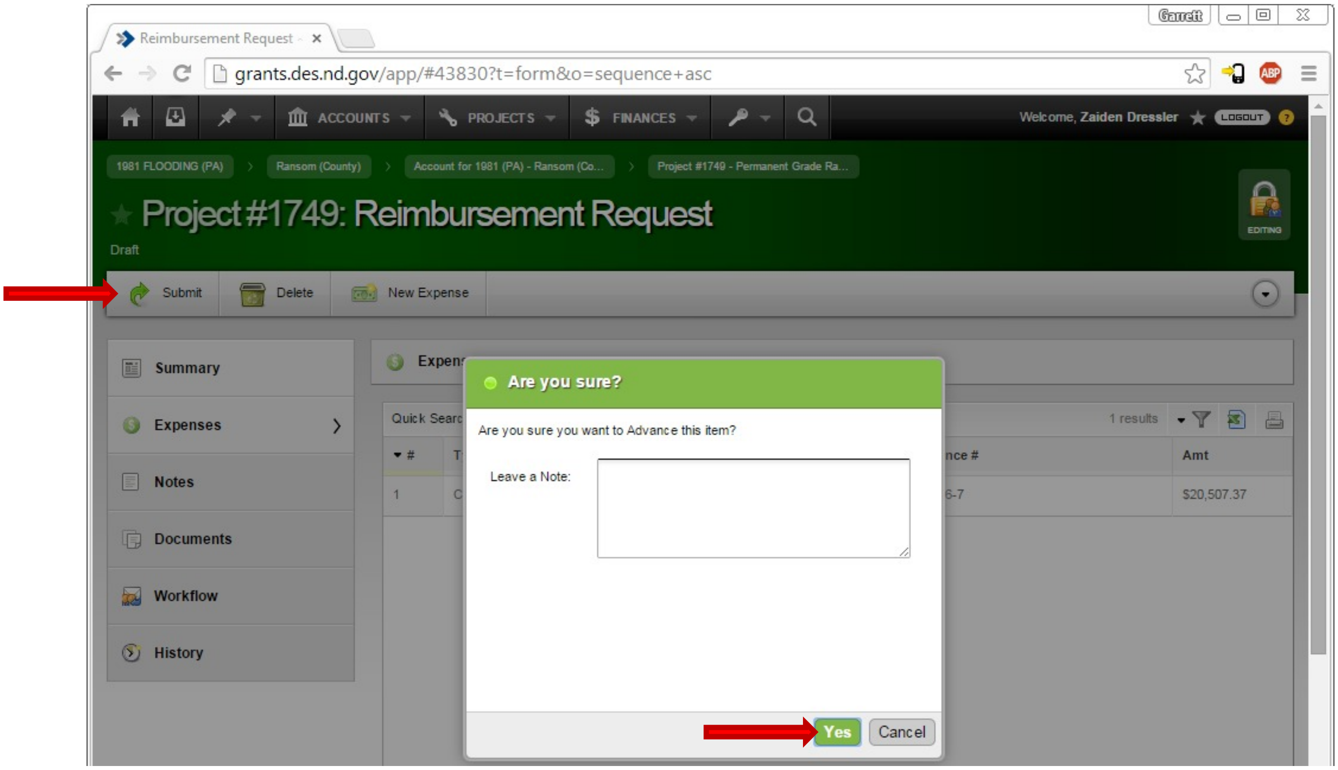
5. To save the draft without submitting it, click on the Save button. Saved drafts can be accessed via the Home Page's "My Inbox Summary" section, or via you inbox by clicking on "My Inbox" on the Main Menu Bar.

6. Click the “Back to Reimbursement Request” button to go back to the Reimbursement Request page.



One will need to create a new expense for each expense type the applicant has for the project, relating to this reimbursement request.

7. When all expenses have been entered, click the “Submit” button and then “Yes” on the popup to submit the Reimbursement Request to NDDES.



Opening a Payment

When a payment email notification is received, applicants will be able to access and review their payment and associated documents using the payment link located within their notification email. Below is an example of this notification:

Dear Testee McGee,

Applicant Name: Slope Electric Coop
Disaster #: 1901

This is a confirmation that a payment is being processed for the following project(s): PW #20

Please reference the following link to review your payment and obtain a copy of the payment invoice:

http://grants.des.nd.gov/app/#92050 Link to Payment

Payment Timeline
- All payments will be direct deposited, or live check mailed, within ten (10) business days of this email. A copy of the ACH or live check will be available once the payment has been completed.*

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Please contact your Public Assistance (PA) Account Technician with any questions:

Name: Nadine Jundt
Phone: 701.328.8167
Email: najundt@nd.gov

---North Dakota Department of Emergency Services

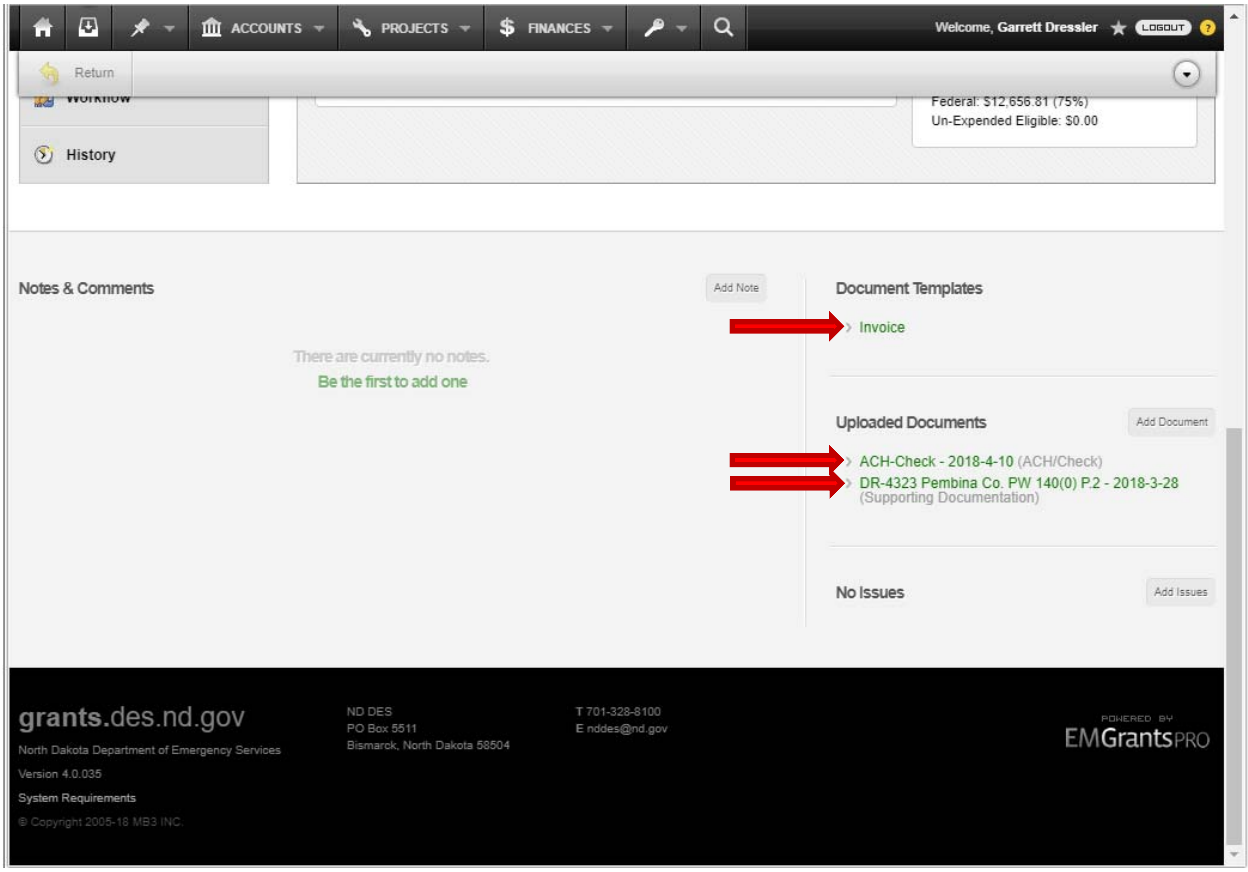
PA Program

To register for access, or obtain forgotten login information, please reference the Public Assistance (PA) User Guide located at the following link: https://grants.des.nd.gov/site/PA.cfm

This e-mail was generated by the grants.des.nd.gov system. Please do not reply to this e-mail.

OPENING A PAYMENT

After the payment is processed, the invoice, ACH and supporting documentation will be available in the payment's document section. This is accessible by clicking the payment link in the email notification, scrolling to the bottom of the page and clicking each document needing to be downloaded for review.



ENVIRONMENTAL AGENCY CONTACT INFORMATION

Environmental Agency Contact Information

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Wade D.Bott
USDA/NRCS
220 Rosser Ave
PO Box 1458
Bismarck, ND 58502-1458

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Lisa Steckler
ND State Historic Preservation Office
612 E Boulevard Ave
Bismarck, ND 58505-0830

NDDOH
L. David Glatt
Environmental Health Section
ND Department of Health
PO Box 55220
Bismarck, ND 58506-5520

ND SWC
Linda Weispfenning
ND State Water Commission
900 E Boulevard Ave
Bismarck, ND 58505-0850

US Fish & Wildlife
Kevin Shelley
US Fish & Wildlife
3425 Miriam Ave
Bismarck, ND 58501-2096

ND Game & Fish
Greg Link
ND Game & Fish
100 N Bismarck Expressway
Bismarck, ND 58501

NDDOT
Robert A. Fode, P.E.
Office of Project Development
ND Department of Transportation
608 E Boulevard Ave
Bismarck, ND 58505-0700

USACE
Daniel Cimarosti
US Army Corps of Engineers
1513 S 12th Street
Bismarck, ND 58501

Resources

Online FEMA PA Guide	http://www.fema.gov/public-assistance-policy-and-guidance/public-assistance-guide
Online FEMA Eqpt. Rates	http://www.fema.gov/schedule-equipment-rates
2011 FEMA Cost Codes	http://www.nh.gov/safety/divisions/hsem/documents/cost-codes.pdf
ND DOT Cost Codes	http://www.dot.nd.gov/pacer/AABP2013E.pdf
ACME Mapper	http://mapper.acme.com/
ND Travel Info Map	http://www.dot.nd.gov/travel-info-v2/
ND DES Website	http://www.nd.gov/des
New Jersey Online Guides	http://njemgrants.org/site/UserGuidePA.cfm
Florida Online Guidelines	http://floridapa.org/site/guidelines.cfm
Louisiana Training Videos* *Warning: large file sizes	http://louisianapa.com/site/Training%20Videos.cfm